

**INTERNATIONAL STANDARDS
AND RECOMMENDED PRACTICES**

FACILITATION

ANNEX 9

TO THE CONVENTION ON INTERNATIONAL CIVIL AVIATION

TENTH EDITION — APRIL 1997

**This edition incorporates all amendments adopted by the Council
prior to 21 November 1996 and supersedes, on 31 August 1997,
all previous editions of Annex 9.**

**For information regarding the applicability of the Standards and
Recommended Practices, *see* Foreword.**

INTERNATIONAL CIVIL AVIATION ORGANIZATION

AMENDMENTS

The issue of amendments is announced regularly in the *ICAO Journal* and in the monthly *Supplement to the Catalogue of ICAO Publications and Audio-visual Training Aids*, which holders of this publication should consult. The space below is provided to keep a record of such amendments.

RECORD OF AMENDMENTS AND CORRIGENDA

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FOREWORD

Historical background

Standards and Recommended Practices on Facilitation were first adopted by the Council on 25 March 1949, pursuant to the provisions of Article 37 of the Convention on International Civil Aviation (Chicago, 1944), and designated as Annex 9 to the Convention with the title “Standards and Recommended Practices — Facilitation”. They became effective on 1 September 1949. The Standards and Recommended Practices were based on recommendations of the First and Second Sessions of the Facilitation Division, held at Montreal in February 1946 and at Geneva in June 1948. They were expanded and amended comprehensively as a result of subsequent Sessions of the Division, i.e., the Third Session, held at Buenos Aires in December 1951, the Fourth Session, held at Manila in October 1955, the Fifth Session, held at Rome in December 1959, the Sixth Session, held at Mexico City in March-April 1963, the Seventh Session, held at Montreal in May 1968, the Eighth Session, held at Dubrovnik in March 1973, the Ninth Session held at Montreal in April-May 1979 and the Tenth Session held at Montreal in September 1988. As a result of the Division’s Recommendations for amendment of Annex 9 and Council’s action thereon, the Second Edition of Annex 9 became effective on 1 March 1953, the Third Edition on 1 November 1956, the Fourth Edition on 1 November 1960, the Fifth Edition on 1 April 1964, the Sixth Edition on 1 April 1969, the Seventh Edition on 15 April 1974, the Eighth Edition on 15 July 1980 and the Ninth Edition on 15 November 1990.

Tenth Edition.— The present edition incorporates, *inter alia*, provisions arising from recommendations of the Eleventh Session of the Facilitation Division (Montreal, April 1995) which again resulted in a comprehensive expansion and amendment of Annex 9. This Tenth Edition of Annex 9 became effective on 30 April 1997 and is to become applicable on 31 August 1997.

The Standards and Recommended Practices on Facilitation are the outcome of Article 37 of the Convention, which provides, *inter alia*, that the “International Civil Aviation Organization shall adopt and amend from time to time, as may be necessary, international standards and recommended practices and procedures dealing with . . . customs and immigration procedures . . . and such other matters concerned with the safety, regularity and efficiency of air navigation as may from time to time appear appropriate”. The policy with respect to the implementation by States of the Standards and Recommended Practices on Facilitation is strengthened by Article 22 of the Convention, which expresses the obligation

accepted by each Contracting State “to adopt all practicable measures, through the issuance of special regulations or otherwise, to facilitate and expedite navigation by aircraft between the territories of Contracting States, and to prevent unnecessary delays to aircraft, crews, passengers, and cargo, especially in the administration of the laws relating to immigration, quarantine, customs and clearance”, and by Article 23 of the Convention, which expresses the undertaking of each Contracting State “so far as it may find practicable, to establish customs and immigration procedures affecting international air navigation in accordance with the practices which may be established or recommended from time to time pursuant to this Convention”.*

In addition to the Standards and Recommended Practices of Annex 9, the Organization’s FAL Programme is based on the FAL Resolutions of the Assembly, Council’s Statement of 26 November 1965 on the *Aims of ICAO in the Field of Facilitation* (Doc 7891) and B-type recommendations of FAL Division Sessions which are those recommendations which do not suggest amendments to the Annex provisions. Certain of these B-type recommendations which have the character of guidance material are published in the Attachment to this edition of Annex 9.

Applicability

As indicated in Chapter 1, Section B, the Standards and Recommended Practices in this document apply to all categories of aircraft operation except where a particular provision specifically refers to one type of operation without mentioning other types of operations.

The Standards and Recommended Practices on Facilitation inevitably take two forms: first a “negative” form, e.g., that

* A number of other articles of the Convention have special pertinence to the provision of the FAL Annex and have been taken into account in its preparation. In particular, persons responsible for the implementation of the provisions of this Annex should be familiar with the following articles in addition to Articles 22 and 23:

Article 10, Landing at Customs Airport;
Article 11, Applicability of Air Regulations;
Article 13, Entry and Clearance Regulations;
Article 14, Prevention of Spread of Disease;
Article 16, Search of Aircraft;
Article 24, Customs Duty;
Article 29, Documents carried in Aircraft.

States shall not impose more than certain maximum requirements in the way of paperwork, restrictions of freedom of movement, etc., and second a “positive” form, e.g., that States shall provide certain minimum facilities for passenger convenience, for traffic which is merely passing through, etc. Whenever a question arises under a “negative” provision, it is assumed that States will, wherever possible, relax their requirements below the maximum set forth in the Standards and Recommended Practices. Wherever there is a “positive” provision, it is assumed that States will, wherever possible, furnish more than the minimum set forth in the Standards and Recommended Practices.

Action by Contracting States

Notification of differences. The attention of Contracting States is drawn to the obligation imposed by Article 38 of the Convention by which Contracting States are required to notify the Organization of any differences between their national regulations and practices and the International Standards contained in this Annex and any amendments thereto. Contracting States are invited to extend such notification to any differences from the Recommended Practices contained in this Annex, and any amendments thereto. Further, Contracting States are invited to keep the Organization currently informed of any differences which may subsequently occur, or of the withdrawal of any differences previously notified. A specific request for notification of differences will be sent to Contracting States immediately after the adoption of each Amendment to this Annex.

Attention of States is also drawn to the provision of Annex 15 related to the publication of significant differences between their national regulations and practices and the related ICAO Standards and Recommended Practices through the Aeronautical Information Service, in addition to the obligation of States under Article 38 of the Convention.

Promulgation of information. The establishment and withdrawal of and changes to facilities, services and procedures affecting aircraft operations provided in accordance with the Standards and Recommended Practices specified in this Annex should be notified and take effect in accordance with the provisions of Annex 15.

Contracting States should make every effort to publish the FAL information required by Annex 15 (as amplified by the *Aeronautical Information Services Manual* — Doc 8126) and, in particular, ensure that they conform with the new requirements as to presentation and contents of such information prescribed by the Ninth Edition of Annex 15.

Use of the text of the Annex in national regulations. The Council, on 13 April 1948, adopted a resolution inviting the attention of Contracting States to the desirability of using in their own national regulations, as far as practicable, the precise language of those ICAO Standards that are of a regulatory

character and also indicating departures from the Standards, including any additional national regulations that were important for the safety or regularity of air navigation. Wherever possible, the provisions of this Annex have been written in such a way as would facilitate incorporation, without major textual changes, into national legislation.

General information

An Annex is made up of the following component parts, not all of which, however, are necessarily found in every Annex; they have the status indicated:

1.— Material comprising the Annex proper

- a) *Standards and Recommended Practices* adopted by the Council under the provisions of the Convention. They are defined, in the case of this Annex, as follows:

Standard: Any specification, the uniform observance of which has been recognized as practicable and as necessary to facilitate and improve some aspect of international air navigation, which has been adopted by the Council pursuant to Article 54 (1) of the Convention, and in respect of which non-compliance must be notified by States to the Council in accordance with Article 38.

Recommended Practice: Any specification, the observance of which has been recognized as generally practicable and as highly desirable to facilitate and improve some aspect of international air navigation, which has been adopted by the Council pursuant to Article 54 (1) of the Convention, and to which Contracting States will endeavour to conform in accordance with the Convention.

- b) *Appendices* comprising material grouped separately for convenience but forming part of the Standards and Recommended Practices adopted by the Council.
- c) *Definitions* of terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but it is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

2.— Material approved by the Council for publication in association with the Standards and Recommended Practices

- a) *Forewords* comprising historical and explanatory material based on the action of the Council and including an explanation of the obligations of States

with regard to the application of the Standards and Recommended Practices ensuing from the Convention and the Resolution of Adoption.

- b) *Introductions* comprising explanatory material introduced at the beginning of parts, chapters or sections of the Annex to assist in the understanding of the application of the text.
- c) *Notes* included in the text, where appropriate, to give factual information or references bearing on the Standards or Recommended Practices in question, but not constituting part of the Standards or Recommended Practices.
- d) *Attachments* comprising material supplementary to the Standards and Recommended Practices, or included as a guide to their application.

This Annex has been adopted in six languages — English, Arabic, Chinese, French, Russian and Spanish. Each

Contracting State is requested to select one of those texts for the purpose of national implementation and for other effects provided for in the Convention, either through direct use or through translation into its own national language, and to notify the Organization accordingly.

The following practice has been adhered to in order to indicate at a glance the status of each statement: *Standards* have been printed in light face roman; *Recommended Practices* have been printed in light face italics, the status being indicated by the words **Recommended Practice**; *Notes* have been printed in light face italics, the status being indicated by the prefix *Note*.

Any reference to a portion of this document which is identified by a number includes all subdivisions of the portion.

Throughout this Annex, the use of the male gender should be understood to include male and female persons.

INTERNATIONAL STANDARDS AND RECOMMENDED PRACTICES

CHAPTER 1. DEFINITIONS AND APPLICABILITY

A. Definitions

When the following terms are used in the Standards and Recommended Practices on Facilitation, they have the following meanings:

Aircraft equipment. Articles, other than stores and spare parts of a removable nature, for use on board an aircraft during flight, including first-aid and survival equipment.

Airline. As provided in Article 96 of the Convention, any air transport enterprise offering or operating a scheduled international air service.

Airline and operators' documents. Air waybills/consignment notes, passenger tickets and boarding passes, bank and agent settlement plan documents, excess baggage tickets, miscellaneous charges orders (M.C.O.), damage and irregularity reports, baggage and cargo labels, timetables, and weight and balance documents, for use by airlines and operators.

Authorized agent. A responsible person who represents an operator and who is authorized by or on behalf of such operator to act on all formalities connected with the entry and clearance of the operator's aircraft, crew, passengers, cargo, mail, baggage or stores.

Baggage. Personal property of passengers or crew carried on an aircraft by agreement with the operator.

Cargo. Any property carried on an aircraft other than mail, stores and accompanied or mishandled baggage.

Crew member. A person assigned by an operator to duty on an aircraft during flight time.

Direct transit area. A special area established in connection with an international airport, approved by the public authorities concerned and under their direct supervision, for accommodation of traffic which is pausing briefly in its passage through the Contracting State.

Direct transit arrangements. Special arrangements approved by the public authorities concerned by which traffic which

is pausing briefly in its passage through the Contracting State may remain under their direct control.

Disembarkation. The leaving of an aircraft after a landing, except by crew or passengers continuing on the next stage of the same through-flight.

Disinsecting. The operation in which measures are taken to kill the insect vectors of human disease present in aircraft and in containers (International Health Regulations (1969), Third Annotated Edition (1983), Part I, Article 1).

Embarkation. The boarding of an aircraft for the purpose of commencing a flight, except by such crew or passengers as have embarked on a previous stage of the same through-flight.

Flight crew member. A licensed crew member charged with duties essential to the operation of an aircraft during flight time.

Free airport. An international airport at which, provided they remain within a designated area until removal by air to a point outside the territory of the State, crew, passengers, baggage, cargo, mail and stores may be disembarked or unladen, may remain and may be trans-shipped, without being subjected to any customs charges or duties and to any examination, except for aviation security or for appropriate narcotics control measures.

Free zone. An area where merchandise, whether of domestic or foreign origin, may be admitted, deposited, stored, packed, exhibited, sold, processed or manufactured, and from which such merchandise may be removed to a point outside the territory of the State without being subjected to customs duties, internal consumer taxes or to inspection except for aviation security or for appropriate narcotics control measures. Merchandise of domestic origin admitted into a free zone may be deemed to be exported. When removed from a free zone into the territory of the State, the merchandise is subjected to customs and other required entry procedures.

General aviation operation. An aircraft operation other than a commercial air transport operation or an aerial work operation.

Ground equipment. Articles of a specialized nature for use in the maintenance, repair and servicing of an aircraft on the ground, including testing equipment and cargo- and passenger-handling equipment.

Inadmissible person. A person who is or will be refused admission to a State by its authorities.

Infected area. Defined on epidemiological principles by the health administration reporting the disease in its country and need not correspond to administrative boundaries. It is that part of its territory which, because of population characteristics, density and mobility and/or vector and animal reservoir potential, could support transmission of the reported disease (International Health Regulations (1969), Third Annotated Edition (1983), Part I, Article 1).

A list of infected areas notified by health administrations is published in the World Health Organization's Weekly Epidemiological Record.

International airport. Any airport designated by the Contracting State in whose territory it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, animal and plant quarantine and similar procedures are carried out.

Lading. The placing of cargo, mail, baggage or stores on board an aircraft to be carried on a flight, except such cargo, mail, baggage or stores as have been laden on a previous stage of the same through-flight.

Mail. Dispatches of correspondence and other objects tendered by and intended for delivery to postal administrations.

Mishandled baggage. Baggage involuntarily, or inadvertently, separated from passengers or crew.

Narcotics control. Measures to control the illicit movement of narcotics and psychotropic substances by air.

Operator. A person, organization or enterprise engaged in or offering to engage in an aircraft operation.

Person with disabilities. Any person whose mobility is reduced due to a physical incapacity (sensory or locomotor), an intellectual deficiency, age, illness or any other cause of disability when using transport and whose situation needs special attention and the adaptation to the person's needs of the services made available to all passengers.

Pilot-in-command. The pilot responsible for the operation and safety of the aircraft during flight time.

Public authorities. The agencies or officials of a Contracting State responsible for the application and enforcement of the particular laws and regulations of that State which relate to any aspect of these Standards and Recommended Practices.

Relief flights. Flights operated for humanitarian purposes which carry relief personnel and relief supplies such as food, clothing, shelter, medical and other items during or after an emergency and/or disaster and/or are used to evacuate persons from a place where their life or health is threatened by such emergency and/or disaster to a safe haven in the same State or another State willing to receive such persons.

Security equipment. Devices of a specialized nature for use, individually or as part of a system, in the prevention or detection of acts of unlawful interference with civil aviation and its facilities.

Spare parts. Articles of a repair or replacement nature for incorporation in an aircraft, including engines and propellers.

State of Registry. The State on whose register the aircraft is entered.

Stores. Articles of a readily consumable nature for use or sale on board an aircraft during flight, including commissary supplies.

Temporary visitor (visitor). Any person, who disembarks and enters the territory of a Contracting State other than that in which that person normally resides; remains there lawfully as prescribed by that Contracting State for legitimate non-immigrant purposes, such as touring, recreation, sports, health, family reasons, study, religious pilgrimages, or business; and does not take up any gainful occupation during his stay in the territory visited.

Through-flight. A particular operation of aircraft, identified by the operator by the use throughout of the same symbol, from point of origin via any intermediate points to point of destination.

Unaccompanied baggage. Baggage which is transported as cargo and may or may not be carried on the same aircraft with the person to whom it belongs.

Unclaimed baggage. Baggage which arrives at an airport and is not picked up or claimed by a passenger.

Unidentified baggage. Baggage at an airport with or without a baggage tag which is not picked up by or identified with a passenger.

Unlading. The removal of cargo, mail, baggage or stores from an aircraft after a landing, except cargo, mail, baggage or stores continuing on the next stage of the same through-flight.

Visitor. (See *temporary visitor*.)

B. Applicability

The provision of these Standards and Recommended Practices apply to all categories of aircraft operation except where a particular provision specifically refers to one type of operation without mentioning other types of operations.

CHAPTER 2. ENTRY AND DEPARTURE OF AIRCRAFT

A. General

2.1 Governmental regulations and procedures applicable to the clearance of aircraft shall be no less favourable than those applied to other forms of transportation.

2.2 Contracting States shall make provision whereby procedures for the clearance of aircraft, including those normally applied for aviation security purposes, as well as those appropriate for narcotics control, will be applied and carried out in such a manner as to retain the advantage of speed inherent in air transport.

Note.— With respect to application of aviation security measures, attention is drawn to Annex 17 and to the ICAO Security Manual.

2.2.1 Recommended Practice.— *The appropriate control authorities of each Contracting State should enter into Memoranda of Understanding with the airlines providing international services to that State and with the operators of its international airports, setting out guidelines for their mutual co-operation in countering the threat posed by international trafficking in narcotics and psychotropic substances. Such Memoranda of Understanding should be patterned after the applicable models developed by the World Customs Organization for this purpose. In addition, Contracting States are encouraged to conclude Memoranda of Understanding amongst themselves.*

2.3 No documents, other than those provided for in this Chapter, shall be required by the public authorities from operators for the entry and departure of aircraft.

Note.— It is part of the intention of this provision that standard forms shall not be varied by the inclusion of national markings thereon.

2.3.1 Recommended Practice.— *Where a Contracting State introduces electronic data interchange (EDI) techniques for a clearance function, authorities should also execute a plan for migration to complete reliance on the electronic system for the exchange of required information with a view towards phasing out the requirement for preparation and exchange of paper documents.*

2.4 Recommended Practice.— *In accordance with the International Health Regulations of the World Health Organization, Contracting States should not interrupt air transport services for health reasons. In cases where, in exceptional circumstances, such service suspensions are under consider-*

ation, Contracting States should first consult with the World Health Organization and the health authorities of the State of occurrence of the disease before taking any decision as to the suspension of air transport services.

B. Description, purpose and use of aircraft documents

2.5 Contracting States shall not require the presentation of the General Declaration when this information can be readily obtained in an alternative and acceptable manner.

2.5.1 A Contracting State which continues to require the presentation of a General Declaration shall limit its requirements to the items and shall follow the format set forth in Appendix 1 — General Declaration.

2.5.2 When a Contracting State has eliminated the Passenger Manifest and no longer requires the General Declaration (except for purposes of attestation) it shall accept, at the option of the operator, either a General Declaration or an appropriate attestation, signed by the authorized agent or pilot-in-command, on one page only of the Cargo Manifest. The attestation on the Cargo Manifest can be provided by means of a rubber stamp.

2.5.3 A Contracting State which continues to require the presentation of the General Declaration shall accept it when signed by either the authorized agent or the pilot-in-command, but may, when necessary, require the health section thereof to be signed by a crew member when the General Declaration itself has been signed by a non-crew member.

2.5.4 Contracting States shall not require the General Declaration, where it continues to be in use, to be signed or stamped by clearance control authorities for the purpose of outbound or inbound clearance.

2.6 Where Contracting States require the presentation on entry and departure of aircraft of information relating to crew members, such information shall be limited to the number of crew on board. Where the General Declaration continues to be required, this information shall be provided in the column headed “Total number of crew”.

2.7 Contracting States shall not normally require the presentation of a Passenger Manifest, but when this type of information is required it may also be provided in an alternative and acceptable manner.

Note.— If the type of information referred to in 2.7 above is required, it should be limited to the items shown in the format of a Passenger Manifest set forth in Appendix 2.

2.7.1 Recommended Practice.— *In Contracting States where the presentation of a list of passenger names is not required, public authorities should not require more information than the number of passengers embarking or disembarking, as the case may be, and the number going through the airport on the same flight. Where the General Declaration continues to be required, this information should be provided in the column headed “Number of Passengers on this Stage”.*

Note.— It is the aim to eliminate from the General Declaration, as soon as possible, any notation in respect of passengers.

2.8 When the information included in the Cargo Manifest can be readily provided in an alternative manner legally acceptable to the competent authorities, Contracting States shall not require the presentation of the Cargo Manifest in writing.

2.9 A Contracting State which continues to require the presentation of a Cargo Manifest shall, apart from the information indicated in the heading of the format of the Cargo Manifest set forth in Appendix 3, not require more than the following three items:

- a) the air waybill number;
- b) the number of packages related to each air waybill number; and
- c) the nature of the goods.

The Cargo Manifest shall be accepted either when it follows the above-mentioned format, or a clear and understandable format adapted to electronic data-processing techniques.

Note.— It is part of the intention of this provision that, for the purpose of reporting air cargo on arrival to the authorities, operators be given the following options subject to the agreement of the governments concerned:

- a) *submission of the Cargo Manifest as per Appendix 3 when prepared by the station of loading abroad, or*
- b) *preparation and submission of the Cargo Manifest on arrival on the basis of shipments actually landed, or*
- c) *submission of the information required in the Cargo Manifest in a different way, such as direct transmission into a computer, teletype listings, or one copy of the air waybill per shipment.*

2.9.1 Recommended Practice.— *Contracting States should dispense with the requirement for information*

concerning the nature of goods in the Cargo Manifest. A Contracting State should require the information listed on the Manifest only once.

2.9.2 Recommended Practice.— *Contracting States which continue to require information about the nature of goods in the Cargo Manifest should use a plain language description of the goods. When Cargo Manifest data are transmitted by electronic data interchange, the description of goods should conform to internationally recognized standards.*

2.10 Contracting States shall not require the presentation of a written declaration of the mail other than the form AV 7 prescribed in the Acts in force of the Universal Postal Union. Operators carrying mail shall, upon the request of the customs authorities, present to them for inspection and return a copy of the aforementioned AV 7 mail form in cases where it has not otherwise been made available for customs clearance purposes by the postal authorities.

2.11 Contracting States shall not require the presentation of a written declaration of stores remaining on board aircraft. In respect of stores laden on or unladen from an aircraft, Contracting States which continue to require the presentation of a written declaration of such stores shall limit the information required to an absolute minimum, and simplify their clearance to the greatest possible extent.

2.12 Contracting States shall not require the presentation of a list of the number of pieces of accompanied baggage. Operators carrying baggage shall, upon request from the authorities, provide them with any available information where it has not otherwise been provided for customs clearance purposes by the passenger.

C. Outbound procedures

2.13 Contracting States shall not require the authorized agent or pilot-in-command to deliver to the public authorities concerned, before departure of the aircraft, more than:

- a) two copies of the General Declaration, when used;
- b) two copies of the Cargo Manifest, when used, listing cargo, including unaccompanied baggage, laden according to points of unloading;
- c) two copies of a simple stores list, when used, listing stores laden.

2.14 If the aircraft is not embarking passengers or lading cargo, mail, stores or baggage, no aircraft document shall be required except the General Declaration (which shall so state) or, if the provisions of 2.5.2 apply, the Cargo Manifest.

Note.— If the General Declaration is not required, this information can be supplied in the alternative manner referred to in 2.5.

2.15 When it will facilitate aircraft departure, Contracting States shall permit those operators that have provided a sufficiently conclusive statistical basis for obtaining such permission the use of standard baggage weights for each piece of baggage or for the aggregate of baggage for each passenger on given services.

D. Inbound procedures

2.16 Contracting States shall not require the authorized agent or pilot-in-command to deliver to the public authorities concerned, on arrival of the aircraft, more than:

- a) three copies of the General Declaration, when used;
- b) three copies of the Cargo Manifest, when used, listing cargo, including unaccompanied baggage, unladen according to points of lading;
- c) two copies of a simple stores list, when used, listing stores unladen.

2.17 If the aircraft is not disembarking passengers or unloading cargo, mail, stores or baggage, no aircraft document shall be required except the General Declaration (which shall so state) or, if the provisions of 2.5.2 apply, the Cargo Manifest.

Note.— If the General Declaration is not required, this information can be supplied in the alternative manner referred to in 2.5.

E. Consecutive stops at two or more international airports in the same Contracting State

2.18 Contracting States shall not require documents or procedures for entry or departure of aircraft which are different from or in excess of those prescribed in this Chapter in the case where aircraft stop at two or more international airports within their territories without intermediate landing in the territory of another State.

Note.— During the interval (which may be of some duration in the case of many private flights) between the time when all inbound procedures have been completed and outbound procedures are begun, it is assumed that Contracting States normally will allow aircraft to land at other than international airports in their territories and will require no further documentation or procedures of the nature referred to in this Chapter.

F. Completion of aircraft documents

2.19 **Recommended Practice.**— *Documents for entry and departure of aircraft should be accepted if furnished in*

Arabic, English, French, Russian or Spanish. Any Contracting State may require an oral or written translation into its own language.

2.20 Typewriting shall not be required in filling out the documents referred to in this Chapter 2. Handwritten block lettering in ink or indelible pencil, or documents produced by electronic data-processing techniques, in legible and understandable form shall be accepted in all cases.

2.21 No visa shall be required, nor shall any visa or other fee be collected, in connection with the use of any documentation required for the entry or departure of aircraft.

2.22 At the time the documents are being checked, the public authorities concerned shall either accord the authorized agent or pilot-in-command, where this can be done without undue delay, an opportunity to correct, or shall themselves correct, any errors which they are satisfied are of a purely clerical nature and were not made with intent to violate the laws of the Contracting State.

2.23 In the event of errors being found in documents, the operator or authorized agent shall not be subjected to penalties if he satisfies the public authorities concerned that the error was inadvertent and not of a serious nature.

G. Disinsecting of aircraft

2.24 **Recommended Practice.**— *Contracting States should limit any routine requirement for the disinsecting of aircraft cabins and flight decks with an aerosol while passengers and crews are on board, to same-aircraft operations originating in, or operating via, territories that they consider to pose a threat to their public health, agricultural industry or environment.*

2.25 When disinsecting is required by a Contracting State as a public health measure, that requirement shall be deemed to have been met by discharging into those portions of the aircraft which may carry insects from one area to another, an insecticide of a strength, formula and method of dispersal recommended by the World Health Organization and acceptable to that State, such insecticide to be effectively discharged from dispensers conforming to WHO specifications as follows:

- a) into the flight deck and into those portions of the aircraft which cannot be reached when the aircraft is moving, as near as possible to the time of the aircraft's last departure before entering the State and in sufficient time to avoid delaying such departure; and
- b) into those portions of the aircraft which can be reached when the aircraft is moving, after the time of the aircraft's last departure before entering the State, either:

- 1) by means of an aerosol spray, or any equivalent system, while the aircraft is taxiing from the ramp to the runway for take-off, or
- 2) by other equally effective means;
- c) or, by means of a residual treatment with permethrin of the interior surfaces of an aircraft, in accordance with the recommendations of the World Health Organization (WHO).

Note.— When the carriage by air of filled aerosol dispensers is required, for instance on multi-sector flights, the aerosol dispensers should be packed in accordance with ICAO's Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284).

2.26 Recommended Practice.— *When disinsecting as a public health measure has been properly performed pursuant to 2.25 and has been recorded on the General Declaration or in the Certificate of Residual Disinsection set forth in Appendix 4, if the disinsecting procedure indicated in c) of 2.25 above has been followed, it should be accepted by all Contracting States as evidence that effective disinsecting has been carried out for preventing the spread of all insect vectors of human diseases for whose destruction the insecticide is effective.*

Note 1.— If the General Declaration is not required, this information can be supplied in the alternative manner referred to in 2.5.

Note 2.— When disinsecting is carried out by residual treatment of permethrin, the appropriate government authority should issue a "Certificate of Residual Disinsection" conforming to the form shown in Appendix 4, which should be part of the aircraft documentation for the period of effectiveness of the certificate, and should be shown to health authorities on request.

2.27 When disinsecting as a public health measure has been properly performed pursuant to 2.25, passengers and crew on arrival shall, except in special circumstances, be allowed to disembark immediately from the aircraft.

2.28 Recommended Practice.— *Contracting States should ensure that all personnel in charge of disinsecting receive appropriate information concerning the way in which to perform such disinsecting effectively.*

2.28.1 Recommended Practice.— *To ease concern and reduce public opposition to the procedure, Contracting States should provide appropriate information, upon request, in plain language, to air crew and passengers on the reasons for and safety of properly performed aircraft disinsection.*

2.29 Recommended Practice.— *Disinsecting of an aircraft on a through-flight should not be required to be repeated on behalf of any insect vectors of human disease, against which the insecticide used is effective, except when live insect vectors of human disease have been found on board the aircraft, or when the aircraft is proceeding directly from an infected area of an insect-borne disease to a receptive area.*

2.30 Recommended Practice.— *When a Contracting State requires treatment of the aircraft with an insecticide in the interest of agriculture or food conservation, a single treatment should be employed that also meets the requirements of public health.*

2.31 Recommended Practice.— *When disinsecting or other remedial measures are required by a Contracting State for animal and plant quarantine purposes, such State should devise means to integrate its procedures in this field with other clearance procedures whenever this will expedite the clearance of aircraft and the loads that they carry, in so far as this does not detract from the safety of the aircraft and the effectiveness of the measures.*

2.32 Contracting States shall ensure that their procedures for disinsecting or any other remedial measure are not injurious to the health of passengers and crew and cause the minimum of discomfort to them.

2.33 Contracting States shall ensure that any insecticide or any other substance used to meet the requirements of public health, agriculture or food conservation is not inflammable and does not have a deleterious effect on the structure of the aircraft or its operating equipment.

H. Disinfection of aircraft

2.34 Contracting States shall define the types of animals and animal products which, when imported by air, require that the aircraft be disinfected and shall normally exempt aircraft from disinfection when such animals or animal products are carried in approved containers. When aircraft disinfection is required, the following provision shall apply:

- a) the application shall be limited solely to the container or to the compartment of the aircraft in which the traffic was carried;
- b) the disinfection shall be carried out expeditiously; and
- c) inflammable chemical compounds or solutions likely to damage aircraft structure, by corrosion or other effects, shall not be employed.

I. Arrangements concerning international general aviation and other non-scheduled flights

I. General

2.35 Contracting States shall publish their regulations concerning the advance notices and applications for permission referred to in 2.36 and 2.41, and communicate them to ICAO.

II. Advance notification of arrival

2.36 In the case of aircraft registered in other Contracting States, which are not engaged in scheduled international air services and which are making flights either in transit non-stop across the territory of a Contracting State or stopping in the territory of a Contracting State for non-traffic purposes, such Contracting State shall not require more advance notice of such flights than is necessary to meet the requirements of air traffic control and of the public authorities concerned.

Note.— This provision is not intended to prevent the application of appropriate narcotics control measures.

2.37 Contracting States shall accept from the appropriate authority of any other Contracting State the information contained in a flight plan as adequate advance notification of the arrival of in-coming aircraft referred to in 2.36 above, provided that such information is received at least two hours in advance of arrival and that the landing occurs at a previously designated international airport. Responsibility for notification to authorized inspection officials, in the case of both arrivals and departures of registered aircraft of other Contracting States, shall rest with the appropriate authority of the State concerned.

Note.— Specifications for flight plans are set forth in Annex 2 — Rules of the Air.

2.38 Contracting States requiring advance notice of the intended landing of aircraft in their territory shall designate a single agency through which such notices may be routed.

2.39 Contracting States requiring advance notice as referred to in 2.36 and 2.38 shall indicate the mail address and, where available, the AFTN address, the telex number or cable address, fax number, electronic mail address and telephone number of the designated agency.

III. Special permission for operations

2.40 Any Contracting State which, for reasons of safety of flight, requires special permission in respect of flights referred to in 2.36 above, shall not require any other infor-

mation than that contained in a flight plan when application for such permission is made. Such application shall not be required to be filed more than three working days in advance of the intended arrival of the aircraft in the territory of said Contracting State, or the intended non-stop transit flight across the territory of said State.

2.41 In the case of aircraft engaged in the carriage of passengers, cargo or mail for remuneration or hire on other than scheduled international air services, if a Contracting State requires its special permission for the operation of taking on or discharging passengers, cargo or mail, it shall not require that such special permission be applied for through diplomatic channels, and shall:

- a) establish procedures whereby such application will be dealt with promptly;
- b) make such permission effective for a specific length of time or number of flights wherever possible; and
- c) impose no fees, dues or charges for the issue of such permission.

2.42 **Recommended Practice.**— *Contracting States should not require more than the following details in the applications referred to in 2.41:*

- a) *name of operator;*
- b) *type of aircraft and registration marks;*
- c) *date and time of arrival at, and departure from, the airport concerned;*
- d) *place or places of embarkation or disembarkation abroad, as the case may be, of passengers and/or freight;*
- e) *purpose of flight and number of passengers and/or nature and amount of freight; and*
- f) *name, address and business of charterer, if any.*

Note.— It is the intent of this provision that applications in advance for special permission should be acted upon expeditiously on the basis of the above standard information. As an example to illustrate the intent of this provision, a State which requires applications in advance could provide that whenever applications contain all of the above standard information they need not reach the appropriate agency more than two full business days in advance of the intended landing of the aircraft in the territory of that State.

2.43 Contracting States requiring special permission for operations shall designate a single agency through which such applications for permissions may be routed.

2.44 Contracting States requiring special permission as referred to in 2.40 shall indicate the mail address and, where available, the AFTN address, the telex number or cable address, fax number, electronic mail address and telephone number of the designated agency.

IV. Clearance and sojourn of aircraft

2.45 **Recommended Practice.**— *Where there are international general aviation operations at an international airport, Contracting States should arrange for an adequate level of inspection and clearance for those services.*

2.46 **Recommended Practice.**— *In cases where the number of border-crossing general aviation flights so warrant, Contracting States should make arrangements whereby one governmental agency is authorized to undertake, on behalf of all other government departments concerned, clearance of*

smaller aircraft and their loads at airports used only by occasional international flights.

Note.— *Some Contracting States have already authorized local police or other authorities at or near certain of their airfields to carry out all clearance aspects, thus enabling the State concerned to permit many of the smaller aircraft, coming directly from abroad, to land and depart from airports where normal clearance facilities do not exist, provided that no dutiable articles are unladen upon arrival or intended to be laden on departure.*

2.47 An aircraft which is not engaged in scheduled international air services and which is making a flight to or through any designated international airport of a Contracting State and is admitted temporarily free of duty in accordance with Article 24 of the Convention shall be allowed to remain within that State, for a period to be established by that State, without security for customs duty on the aircraft being required.

CHAPTER 3. ENTRY AND DEPARTURE OF PERSONS AND THEIR BAGGAGE

A. General

3.1 Regulations and procedures applied to persons travelling by air shall be no less favourable than those applied to persons travelling by other means of transport.

3.2 Contracting States shall make provision whereby the procedures for clearance of persons travelling by air, including those normally applied for aviation security purposes, as well as those appropriate for narcotics control, will be applied and carried out in such a manner as to retain the advantage of speed inherent in air transport.

Note.— With respect to application of aviation security measures, attention is drawn to Annex 17 and to the ICAO Security Manual.

3.3 No documents other than those provided for in this Chapter shall be required by Contracting States for the entry into and departure from their territories of visitors.

B. Entry requirements and procedures

I. Passenger identity documents

3.4 Contracting States shall not require from visitors travelling by air any other document of identity than a valid passport.

Note.— It is not the intent of the above provision to discourage Contracting States, who wish to be more liberal, from accepting official documents of identity such as expired passports, national registration cards, seafarers' identity documents, alien resident permits and crew member certificates in lieu of a valid passport.

3.4.1 Contracting States shall standardize the personal identification data included in their national passports (whether machine readable or not) to conform with the items and presentation recommended in Doc 9303 — *Machine Readable Travel Documents*, Part 1 — *Machine Readable Passports*.

3.5 Contracting States shall take all practicable measures to ensure that passports are issued as quickly as possible after receipt of the application.

3.5.1 **Recommended Practice.**— *Contracting States should issue machine readable passports in the layout set forth in Doc 9303.*

3.5.2 In cases where States cannot yet issue machine readable passports, they shall issue passports which conform to the format set forth in Doc 9303, Part 1, filling the machine readable zone area with words such as "This passport is not machine readable".

3.5.3 **Recommended Practice.**— *As a means of giving effect to 3.5 above, Contracting States should, if necessary, decentralize their facilities for the issue of passports and should waive any requirements to produce certificates of good conduct, documentary evidence of financial status and similar supporting documents, except in special circumstances.*

3.5.4 **Recommended Practice.**— *Contracting States should issue passports with an initial period of validity of at least five years, valid for an unlimited number of journeys and for all countries, except in special circumstances.*

3.5.5 **Recommended Practice.**— *Contracting States should institute simple procedures for the renewal or replacement of passports and grant the same period of validity for the new or renewed passport as for the initial issue.*

3.5.6 **Recommended Practice.**— *If any fee is charged for the issue or renewal of a passport, the amount of such fee should not exceed the cost of the operation.*

3.5.7 **Recommended Practice.**— *A Contracting State should not require separate passports for children under 16 years of age entering its territory when accompanied by a parent or legal guardian, provided that particulars of the child are recorded in the passport of the accompanying adult.*

3.5.8 Contracting States shall refrain from issuing a joint passport to two spouses.

3.5.9 **Recommended Practice.**— *Contracting States should endeavour within a reasonable period of time to issue a separate passport to children under the age of 16 years.*

3.5.10 **Recommended Practice.**— *Contracting States should endeavour, where practicable, to promote the use of internationally standardized formats for biometric and digitized photographic data which identify the authentic holder of the document in which these data are recorded.*

3.6 In cases where a visitor holds a valid passport and no visa is required of him (cf. 3.7 below), Contracting States shall

not require him to obtain any other identity document from their consulates or from operators prior to the commencement of his flight.

Note.— It is the intention of this provision that the visitors referred to should be admitted upon arrival without having to furnish any other document except, if required, a Disembarkation Card (cf. 3.10 and 3.10.1 below) and, if required, a Certificate of Vaccination or Revaccination (cf. 3.11 below).

II. Visas

3.7 Recommended Practice.— *Contracting States should extend to the maximum number of countries the practice of abolishing, through bilateral or multilateral arrangements or through unilateral action, entrance visas for visitors.*

3.8 In cases where a Contracting State continues to require entrance visas from visitors, it shall adopt the practice of issuing such visas without charge through reciprocal or other acceptable arrangements.

3.8.1 Recommended Practice.— *In cases where Contracting States continue to require entry clearances or visas, these should be issued in machine readable form as specified in Doc 9303, Part 2 — Machine Readable Visas.*

3.8.2 Contracting States shall simplify the documentary requirements and other formalities for the issue of entrance visas for visitors and shall ensure that such visas are issued as quickly as possible after receipt of the application and shall not normally require the applicant to make a personal appearance at a consulate.

3.8.3 Entrance visas for visitors shall normally be made valid for at least twelve months from the date of issue regardless of the number of entries into the State concerned and with the understanding that the duration of each stay may be limited. However, the State concerned may require that the length of validity of the visa does not exceed the length of validity of the passport or other identity document in which such visa is inserted.

3.8.4 Recommended Practice.— *In exceptional circumstances, when a visitor, for reasons of force majeure, does not possess the required entry visa, Contracting States should authorize entry and enable the visitor to regularize his position.*

3.8.5 Contracting States shall not require visas for re-entry from their own nationals.

3.8.6 Recommended Practice.— *Contracting States should not require visas for re-entry from their resident aliens who have lawful residence permits.*

3.8.7 Recommended Practice.— *In cases where Contracting States continue to require entry clearances or visas and are not in a position to issue them in machine readable form as recommended in 3.8.1, such entry clearances or visas should be issued in the format prescribed for the visual zone of the machine readable visa in Doc 9303, Part 2 — Machine Readable Visas.*

Note.— Provided they adhere to the prescribed format, these entry clearances or visas can be in the form of a stick-in label or a stamp or other imprint.

III. Additional documentation

3.9 Recommended Practice.— *Contracting States should not require either from visitors travelling by air, or from operators on their behalf, any information in writing supplementary to or repeating that already presented in their identity documents.*

3.10 A Contracting State which continues to require written supplementary information from visitors travelling by air shall limit its requirements to the items and shall follow the format set forth in Appendix 5 — Embarkation/Disembarkation Card.

3.10.1 Contracting States, when requiring Embarkation/Disembarkation Cards, shall accept their completion by visitors and shall not require them to be completed or checked by the operator. Legible handwritten script shall be accepted on the cards, except where the form specifies block lettering.

3.10.2 Contracting States which require the presentation of Embarkation/Disembarkation Cards shall provide them to airline operators at no charge for distribution to passengers prior to embarkation or during the flight.

IV. Public health requirements

3.11 In cases where evidence of protection against yellow fever is required from persons travelling by air, Contracting States shall accept the International Certificate of Vaccination or Revaccination in the form set out by the World Health Organization in Appendix 2 of the International Health Regulations (1969).

3.12 Recommended Practice.— *Medical examination of persons arriving by air should normally be limited to those disembarking and coming within the incubation period of the disease concerned, as stated in the International Health Regulations (1969), from an area infected with one of the three quarantinable diseases (plague, cholera and yellow fever).*

V. Clearance procedures

3.13 Except in special circumstances, Contracting States shall not require that identity documents be collected from passengers or crew before they arrive at the passport control points.

3.13.1 After individual presentation by passengers and crew of the identity documents, the public officials concerned shall, except in special individual cases, hand back such documents immediately after examination, rather than withholding them for purposes of obtaining additional control.

3.14 In giving effect to 3.2, Contracting States shall ensure that examination by clearance control officials is performed as expeditiously as possible.

3.14.1 **Recommended Practice.**— *Contracting States should adopt a multi-channel immigration inspection system at international airports where passenger traffic justifies its installation and where this may expedite clearance procedures.*

3.14.2 **Recommended Practice.**— *Where appropriate, Contracting States should introduce a system of Advance Passenger Information (API), which involves the capture of passport details prior to departure and the transmission of the details by electronic means to the authorities in the destination country, and in doing so should follow the joint World Customs Organization (WCO)/International Air Transport Association (IATA) Guideline on Advance Passenger Information, except that the data elements to be transmitted as set forth in the Guideline should also include the nationality of the passport holder expressed in the form of the Alpha-3 Codes specified in Doc 9303. To avoid extra handling time during check-in, the use of document reading devices to capture the information in machine readable travel documents should be encouraged.*

3.15 Each Contracting State shall make arrangements whereby the identity document of a visitor need be inspected except in special circumstances by only one official at times of entry and departure.

Note.— *This provision is intended to ensure inspection of the identity document of a visitor by only one official on behalf of both the Immigration and Police authorities. It is not intended to discourage Health and Customs officials from examining the identity document whenever this may facilitate health and customs clearance of the visitor.*

3.16 Contracting States shall accept an oral declaration of baggage from passengers and crew.

3.17 Contracting States shall normally accomplish inbound passenger baggage inspection on a sampling or selective basis.

3.17.1 Contracting States shall adopt the dual-channel baggage clearance system at international airports where the volume of passenger traffic justifies its installation.

Note.— *See Appendix 6 — Dual-Channel Clearance System as recommended by the Customs Co-operation Council.*

3.18 **Recommended Practice.**— *Contracting States should make arrangements whereby a passenger and his baggage, on an international flight making two or more stops within the territory of the same State, should not be required to be cleared through governmental formalities at more than one airport of the State concerned. Similarly, the State concerned should, in so far as is possible, make arrangements whereby these formalities are effected at the passenger's airport of destination on that flight, except in special circumstances determined by the authorities concerned.*

3.19 Contracting States shall facilitate the return of mishandled baggage to passengers or crew concerned or to the operator's central tracing office and shall not hold operators liable for penalties, fines, customs duties and taxes, on the basis that the baggage was mishandled. Under the conditions laid down by the competent authorities, operators may be permitted to open such baggage to determine ownership.

Note.— *The application of this provision should be subject to the relevant customs laws and regulations. The provision of storage facilities for unclaimed, unidentified and mishandled baggage is covered in 6.37.2.*

3.20 Contracting States shall permit operators to clear mishandled baggage at an appropriate destination on behalf of passengers and crew, subject to completion of the appropriate documentation.

Note 1.— *Appropriate documentation may include:*

- a) a list of contents and a written customs declaration, in lieu of clearance in person by the passenger or crew concerned; and*
- b) where required, a written authorization for the operator to act as representative of the passenger or crew in clearing such baggage.*

Note 2.— *Appropriate destination may refer to:*

- a) the final destination which has clearance facilities; or*
- b) where necessary, the first port of entry.*

In each case it is the intent of this provision that the operator shall retain the responsibility for delivering the baggage to its final destination.

3.21 Subject to appropriate security measures, Contracting States shall facilitate the clearance of unidentified and unclaimed baggage and its return to the operator. Under the

conditions laid down by the competent authorities, operators may be permitted to open such baggage so as to ascertain its owner.

VI. Crew and other operators' personnel

3.22 Contracting States shall ensure that when inspection of crew members and their baggage is required on arrival or departure, such inspection shall be carried out as expeditiously as possible.

3.23 Contracting States shall provide facilities which will enable crew members of their airlines to obtain without delay and without charge crew members' certificates valid for the crew member's term of employment.

Note.— The CMC was developed as a card for use for identification purposes by both flight crew and cabin attendants, leaving the crew licences to serve their primary purpose of attesting to the professional qualifications of the flight crew.

3.23.1 **Recommended Practice.**— *The certificates referred to in 3.23, 3.24 and 3.25 should be machine readable cards issued in accordance with the specifications in Doc 9303, Part 4 — Machine Readable Crew Member Certificate. Where this is not possible, the certificates should be issued in the format shown in Appendix 7, i.e. in the same layout as the visual zone of the machine readable crew member certificate.*

3.24 In the case of airline flight crew and cabin attendants who retain their crew member certificates in their possession when embarking and disembarking, remain at the airport where the aircraft has stopped or within the confines of cities adjacent thereto, and depart on the same aircraft or their next regularly scheduled flight, each Contracting State shall accept such crew member certificates for temporary admission to the State and shall not require a passport or visa.

Note 1.— It is the intent of this provision that a crew member certificate shall be recognized as a satisfactory identity document even if the holder is not a national of the State of Registry of the aircraft on which he serves. It is not desired to discourage Contracting States from issuing such crew member certificates to resident alien crew members if they are willing to do so.

Note 2.— The implementation of 3.24 permits rapid and efficient disposition of personnel by airlines. The full benefit cannot be derived from these provisions while some States withhold acceptance of them.

3.24.1 Each Contracting State shall extend privileges of temporary admission similar to those provided under 3.24 to flight crew and cabin attendants of an aircraft operated for remuneration or hire but not engaged in scheduled inter-

national air services, subject to the requirement that such flight crew and cabin attendants must depart on the aircraft on its first flight out of the territory of the State.

3.25 When it is necessary for an airline crew member, in the exercise of his duties, to travel to another State as a passenger by any means of transportation in order to join an aircraft, each State shall accept from that crew member, in lieu of a passport and visa for temporary admission and for the necessary freedom of movement within its territory to join such aircraft, a crew member certificate as specified in 3.23.1 and 3.24 together, where required, with a document from the crew member's employer certifying the purpose of the journey.

3.25.1 **Recommended Practice.**— *Each Contracting State should extend privileges of temporary admission similar to those provided under 3.25 and on the same conditions, to a crew member of an aircraft operated for remuneration or hire but not engaged in scheduled international air services.*

3.26 **Recommended Practice.**— *Contracting States should make arrangements to expedite the admission, for residence in their territories, of ground and flight personnel of foreign airlines operating to or through such territories, to the extent that such personnel are necessary to perform supervisory and technical duties directly connected with the operation of the international air services being performed by such airlines.*

3.27 Contracting States shall make arrangements to ensure entry without delay into their territories on a temporary basis of technical personnel of foreign airlines operating to or through such territories who are urgently required for the purpose of converting to an airworthy condition any aircraft which is, for technical reasons, unable to continue its journey. In the event of States requiring a guarantee of, for instance, the subsistence in, and return from, such State, this shall be negotiated without delaying the immediate admission of such personnel.

VII. Civil aviation flight operations and cabin safety personnel

3.28 **Recommended Practice.**— *Contracting States should ensure that flight operations and cabin safety inspectors of another Contracting State, when engaged on inspections duties, are treated in the same manner as crew members, as specified in 3.22.*

3.29 **Recommended Practice.**— *Contracting States should provide their flight operations and cabin safety inspectors with a certificate containing the material set forth in Appendix 8 and valid for the inspector's term of employment.*

3.30 **Recommended Practice.**— *Flight operations inspectors and cabin safety inspectors should carry the*

certificate specified in 3.29, a copy of the flight inspector's itinerary which has been approved by the State which employs the inspector, and a valid passport.

3.31 Recommended Practice.— *Contracting States should extend the privileges of temporary admission, as described in 3.24, to flight operations and cabin safety inspectors of another Contracting State, who are engaged on their inspection duties, provided that the departure on the next flight inspection of the inspector's itinerary is after not more than a normal period of rest.*

C. Departure requirements and procedures

3.32 Contracting States shall not require exit visas from their own nationals or residents wishing to tour abroad nor from visitors at the end of their stay.

3.32.1 Recommended Practice.— *Contracting States should not require exit visas from resident aliens wishing to tour abroad.*

3.33 Contracting States shall, in conformity with their respective regulations, endeavour to reduce the documentation required to be produced by passengers departing from their territories to a valid passport or other acceptable form of identity document.

Note.— *It is understood that such documentation should include a valid visa if required.*

3.34 Contracting States shall not require the presentation or inspection of baggage of passengers departing from their territory, except for aviation security measures or in special circumstances.

Note.— *This provision is not intended to prevent the application of appropriate narcotics control measures and specific customs control where required.*

3.35 Contracting States shall not require tax clearance certificates from visitors.

3.36 Contracting States shall not hold the operator responsible for any payment arising from the non-payment of taxes by any passenger.

D. Completion of passenger and crew documents

3.37 Recommended Practice.— *The practice of entering names on passenger and crew documents should be to put the surname or surnames first. Where both paternal and maternal surnames are used, the paternal surname should be placed*

first. Where for married females both the husband's and the wife's paternal surnames are used, the husband's paternal surname should be placed first.

E. Custody and care of passengers and crew and their baggage

I. Passengers and crew

A. General provisions

3.38 The public authorities concerned shall expeditiously accept passengers and crew for examination as to their admissibility into the State.

3.38.1 The operator shall be responsible for the custody and care of passengers and crew until they are accepted for such examination. The responsibility of the operator shall include the custody of passengers and crew between the aircraft and the terminal building and within the terminal building transit area, it being understood that the Contracting State may, if it so wishes, relieve the operator from all, or part of this responsibility.

Note.— *The term "accepted for examination" is commonly understood to refer to the first appearance of the passenger before a control officer after disembarkation, to seek entry into the country concerned, at which time the control officer examines the documentation presented by the passenger and normally makes a determination as to his admissibility or not. Such examination does not encompass the documentary sighting at the aircraft immediately upon disembarkation, which may be carried out by public authorities for profiling purposes.*

3.38.2 Recommended Practice.— *After such acceptance, whether conditional or unconditional, the public authorities concerned should be responsible for the custody and care of passengers and crew until they are legally admitted for entry or found to be inadmissible and transferred back to the custody of the operator for transport away from the territory of the State.*

B. Inspection and control of persons

Inspection of documents

3.39 Operators shall take precautions at the point of embarkation to ensure that passengers are in possession of the documents prescribed by the States of transit and destination for control purposes as described in Chapter 3, Section B.

3.40 Contracting States and operators shall co-operate, where practicable, in establishing the validity and authenticity of passports and visas that are presented by embarking passengers.

3.40.1 Recommended Practice.— *The appropriate public authorities of Contracting States, either singly or jointly, should enter into co-operative arrangements such as memoranda of understanding (MOUs) with the operators providing international services to and from those States, setting out guidelines for their mutual support and co-operation in countering the abuses associated with travel document fraud. Such arrangements should assign mutual responsibilities to the public authorities and to the operators, in the ascertainment of the validity and authenticity of the travel documents of embarking passengers, and in the necessary steps to prevent the loss or destruction of documents by passengers en route to their destinations.*

3.40.2 Recommended Practice.— *Contracting States should make arrangements such as memoranda of understanding (MOUs) with other Contracting States with the intention of permitting the positioning of “liaison officers” at airports or to establish other forms of international co-operation in order to assist operators to establish the validity and authenticity of the passports and visas of embarking passengers.*

3.41 Contracting States shall not fine operators in the event that arriving and in-transit passengers are found to be improperly documented where operators can demonstrate that they have taken adequate precautions to ensure that the passengers had complied with the documentary requirements for entry into the receiving State.

3.41.1 Recommended Practice.— *When operators have co-operated with the public authorities to the satisfaction of those authorities, for example pursuant to memoranda of understanding reached between the parties concerned, in measures designed to prevent the transportation of improperly documented persons, Contracting States should mitigate the fines and penalties that might otherwise be applicable should such persons be carried to their territory.*

Inadmissible persons

3.42 Each Contracting State shall ensure that the public authorities seize fraudulent, falsified or counterfeit travel documents. The public authorities shall also seize the travel documents of a person impersonating the rightful holder of the travel document. Such documents shall be removed from circulation and returned to the appropriate authorities of the State named as issuer as soon as practicable.

3.43 Recommended Practice.— *In the event that the precautions referred to in 3.39 have been taken but the passenger is nevertheless not admitted due to document problems beyond the expertise of the operator or for reasons other than improper documents, the operator should not be held directly responsible for any costs related to official detention of the passenger.*

3.44 The public authorities shall without delay inform the operator when a person is found inadmissible and consult the operator regarding the possibilities for removal.

Note 1.— *A person found inadmissible shall be transferred back into the custody of the operator who transported that person directly to the final destination or, where appropriate, into the custody of one of the operators who carried the person to one of the transit destinations.*

Note 2.— *Nothing in this provision or in Note 1 is to be construed so as to allow the return of a person seeking asylum in the territory of a Contracting State, to a country where his life or freedom would be threatened on account of his race, religion, nationality, membership in a particular social group or political opinion.*

3.45 In place of a seized document, a covering letter shall be issued by the removing State and attached to it will be a photocopy of the seized travel documents (if available) as well as any important information such as the removal order. The covering letter and its attachments shall be handed over to the operator responsible for the removal of the inadmissible person. It will serve to give information to the authorities at the transit and/or the original point of embarkation. In the event the person found inadmissible has lost or destroyed his travel documents, a similar letter shall be issued.

Note.— *Suggested formats for letters applicable to the removal of improperly documented passengers are set forth in Appendix 9.*

3.45.1 Recommended Practice.— *Each Contracting State should, where practicable, ensure that the public authorities issuing a removal order give notice to the public authorities of the countries of transit and, where advisable, final destination of the trip planned.*

Note.— *This notice should contain the following information:*

- a) identity of the person;*
- b) reason for transport;*
- c) escort(s), if any; and*
- d) risk assessment by the competent authorities.*

3.46 Each Contracting State shall ensure that a person found inadmissible is transferred back into the custody of the operator, who shall be responsible for prompt removal to:

- the point where the person commenced his journey; or
- to any place where the person is admissible.

3.46.1 When the public authorities have reason to believe that a person who has been declared inadmissible might offer resistance to his removal, they shall so inform the operator in sufficient time so that the operator can take precautions to ensure the security of the flight.

Note.— To this end, security should be provided by government officials, wherever appropriate under national regulations, or by the operator who should use his own security personnel or, at his expense, hire personnel whom he considers to be competent.

3.47 When a passenger is found inadmissible and is transferred back pursuant to 3.46, the public authorities ordering the removal shall deliver the travel documents of the inadmissible person (including the letters applicable to the return of improperly documented passengers) to the operator or, in the case of escorted persons, to the escort/guard, who shall be responsible for delivering them to the public authorities of the State of destination.

3.48 When a person is found inadmissible and is returned to the operator for transport away from the territory of the State, the operator shall not be precluded from recovering from such person any transportation costs arising from his inadmissibility.

3.49 Contracting States shall accept for examination a person being returned from his point of disembarkation after having been found inadmissible if this person previously stayed in their territory before embarkation, other than in direct transit. Contracting States shall not return such a person to the country where he was earlier found to be inadmissible.

Note.— This provision is not intended to prevent public authorities from further examining a returned inadmissible person to determine his eventual acceptability in the State or make arrangements for his transfer, removal or deportation to a State of which he is a national or where he is otherwise acceptable.

3.49.1 In following the procedure in 3.49, where a person who has been found to be inadmissible has lost or destroyed his travel document, Contracting States shall accept instead a document attesting to the circumstances of embarkation and arrival issued by the public authorities of the Contracting State where the person was found to be inadmissible.

3.50 Where the procedure in 3.45 has been followed, Contracting States shall accept the covering letter referred to and shall not require the production of the fraudulent, falsified or counterfeit travel document concerned.

3.51 The obligation of an operator to transport any person away from the territory of a Contracting State shall terminate from the moment such person has been legally admitted for entry into that State.

Deportees

3.52 Each Contracting State shall ensure that the operators concerned are informed when persons are obliged to travel because they have been formally ordered by the public authorities to be removed from that State. The public authorities shall inform the operators in sufficient time so that the operators can take precautions to ensure the security of the flight.

Note.— The following information is to be provided, subject to national privacy legislation, to the operators by the public authorities:

- *name of person to be identified as deportee;*
- *reason for deportation;*
- *names of escorts/guards;*
- *willingness or unwillingness to travel; and*
- *any other information that would allow the operators to assess the risk of endangering the security of the flight.*

In order to ensure appropriate co-ordination of facilitation and security specifications, attention is drawn to the applicable provisions of Annex 17, Chapter 4.

3.53 Each Contracting State shall ensure that the public authorities ordering the deportation inform the public authorities of transit and, if advisable, those of destination countries of the planned transport.

Procurement of a replacement travel document

3.54 A Contracting State shall, when requested to provide travel documents to facilitate the return of one of its nationals, respond within a reasonable period of time and not more than 30 days after such a request was made either by issuing a travel document or by satisfying the requesting State that the person concerned is not one of its nationals.

3.55 A Contracting State shall not make the signing by the person concerned of an application for a travel document a prerequisite for the issuance of that document.

3.56 When a Contracting State has determined that a person for whom a travel document has been requested is one of its nationals but cannot issue a passport within 30 days of the request, the State shall issue an emergency travel document that attests to the nationality of the person concerned and that is valid for readmission to that State.

3.57 A Contracting State shall not thwart the return of one of its nationals by rendering that person stateless without consultation with the State from which that person has been ordered removed.

II. Baggage

3.58 In Contracting States where the operator has the obligation to the customs authorities for safeguarding baggage until it is cleared by customs, he shall be freed from this obligation and from liability for customs duties and taxes chargeable on such baggage when it is taken into charge by the customs authorities and is under their sole control.

CHAPTER 4. ENTRY AND DEPARTURE OF CARGO AND OTHER ARTICLES

A. General

4.1 Regulations and procedures applicable to goods carried by aircraft shall be no less favourable than those which would be applicable if the goods were carried by other means.

4.2 Contracting States shall make provisions whereby procedures for the clearance of goods carried by air and for the interchange of air cargo with surface transport, including those normally applied for aviation security purposes as well as those appropriate for narcotics control, will be applied and carried out in such a manner as to retain the advantage of speed inherent in air transport and to avoid delay.

Note.— With respect to application of aviation security measures, attention is drawn to Annex 17 and to the ICAO Security Manual.

4.3 Contracting States shall examine with operators and organizations concerned with international trade all possible means of simplifying the clearance of goods carried inbound and outbound by air and shall introduce such means as soon as possible.

B. Electronic data-processing techniques

4.4 When introducing electronic data interchange (EDI) techniques for air cargo facilitation, Contracting States shall encourage international airline operators, handling companies, airports, customs and other authorities and cargo agents to exchange data electronically, in conformance with relevant UN/Electronic Data Interchange For Administration, Commerce and Transport (UN/EDIFACT) international standards, in advance of the arrival of aircraft, to facilitate cargo processing.

4.5 **Recommended Practice.**— *In making arrangements to deal with consignments for which expedited release or clearance is requested, Contracting States should, to the extent possible, implement the Guidelines for Expedited Clearance of the World Customs Organization.*

4.6 **Recommended Practice.**— *Contracting States should carry out the clearance of express consignments in compliance with the Guidelines of the World Customs Organization.*

4.7 Contracting States shall accept commercial documents required for the clearance of air cargo, when

produced by electronic data-processing techniques, provided they are in legible and understandable form and that they contain the required information.

4.8 Contracting States shall examine, in close collaboration with international operators and others concerned with air cargo, the facilitation implications which may result from the introduction of electronic data-processing techniques.

4.8.1 **Recommended Practice.**— *When introducing electronic data interchange (EDI) techniques for air cargo facilitation, Contracting States should limit the information required from operators to that relating to the latter's particular function concerned (e.g. operator, clearing agent, importer), as required by the pertinent UN/EDIFACT standard international messages.*

4.8.2 **Recommended Practice.**— *Where an electronic data interchange (EDI) system is established in Contracting States for air cargo processing requiring operators to provide, in advance of arrival, cargo manifest and shipment details in automated form, the authorities should establish policies and procedures for participating operators to improve facilitation of the arriving cargo.*

Note.— This provision does not intend that operators not participating in an optional electronic data interchange programme should experience a reduction of facilitation from levels experienced prior to establishment of such system.

4.9 **Recommended Practice.**— *When the introduction, or modification, of electronic data-processing techniques for air cargo is planned, Contracting States should endeavour to apply the following principles:*

- a) *affording all interested parties, from the outset, the opportunity for consultation;*
- b) *evaluating existing procedures and eliminating those which are unnecessary;*
- c) *determining those procedures which are to be computerized;*
- d) *adopting existing industry standards such as the International Air Transport Association (IATA)/Customs Co-operation Council (CCC) Joint Customs/Airlines Electronic Data Interchange Manual and, as they mature, UN/EDIFACT standards including but not limited to the UN Trade Data Elements Directory*

(TDED), *Electronic Data Interchange for Administration, Commerce and Transport (EDIFACT syntax rules)* and *UN Standard Messages (UNSMs)*;

- e) ensuring compatibility with the various electronic data processing systems in existence; and
- f) adopting a single international electronic identification standard (e.g. bar coding, radio frequency chips, etc.) to facilitate shipment.

4.10 When introducing electronic data-processing techniques for air cargo, Contracting States shall consider the principle of optionality regarding participation by operators and other interested parties.

4.10.1 **Recommended Practice.**— *Electronic data-processing systems for the clearance and facilitation of air cargo should cover its intermodal transfer.*

C. Clearance of export cargo

4.11 **Recommended Practice.**— *Contracting States should waive, as far as possible, presentation of individual documents pertaining to shipments of cargo including unaccompanied baggage to be exported by air.*

4.11.1 **Recommended Practice.**— *Contracting States, in giving effect to 4.11, should encourage, to the maximum extent practicable, alignment of documents required for the clearance of export cargo with the United Nations Layout Key for Trade Documents, to follow the format set forth in Appendix 10 — United Nations Layout Key for Trade Documents.*

4.12 A Contracting State which continues to require such documents for export clearance shall, for as many types of goods as possible, limit its requirements to a simple export declaration.

4.13 Contracting States shall make arrangements consistent with aviation security, as well as those appropriate for narcotics control, which permit operators to select and load cargo, including unaccompanied baggage, and stores on outbound aircraft up to the time of departure.

4.14 A Contracting State which continues to require export licences or permits for certain types of goods shall establish simple procedures whereby such licences or permits can be obtained or renewed rapidly.

4.15 Except for reasons of aviation security, Contracting States shall not normally require physical examination of cargo, including unaccompanied baggage, to be exported by air.

Note.— *This provision is not intended to prevent authorities from examining goods exported under certain*

conditions, e.g. under bond, licence or drawback, nor is it intended to preclude other essential examinations including any appropriate narcotics control measures.

4.15.1 **Recommended Practice.**— *When the authorities of a Contracting State determine that a shipment which has been loaded on a departing aircraft must be examined, the authorities should, in certain circumstances, allow the operator to give bond for return of the goods rather than delay the aircraft to unload the cargo, if granting such permission does not put security or narcotics enforcement at risk.*

Note.— *It is the intent of this provision that in such circumstances the authorities of the Contracting State of destination should co-operate with the origin State's authorities by releasing the goods for immediate return to the departure point.*

4.15.2 In case a physical examination of cargo for reasons of aviation security has to be accomplished, the authority concerned shall seal such cargo before its export by air.

4.16 In Contracting States where physical examination of export cargo cannot be waived completely, such examination shall be accomplished by applying the sampling or selective technique in a most liberal manner. The appropriate public authorities of the State concerned shall also, in consultation with, *inter alia*, operators and airport administrations, devise physical means for carrying out the inspection rapidly and without necessitating a separate ground handling of the bulk of the goods for purposes of examination.

4.17 Contracting States shall permit cargo, including unaccompanied baggage which is to be exported by air, to be presented for clearance purposes at any approved customs office. Transfer from the first office to the air customs office of the airport where the cargo, including unaccompanied baggage, is to be laden on the aircraft, shall be effected in accordance with the procedure laid down in the laws and regulations of the State concerned. Such procedure shall be as simple as possible, making due allowance for aviation security requirements, and any appropriate narcotics control measures.

4.18 Where goods are exported from a Contracting State, free of taxes or duties which would be payable in the absence of exportation, and that State requires evidence of the arrival abroad of such goods, it shall accept as such evidence a statement supplied by the shipper or consignee and certified by the customs authorities in the State of destination. In any event, the Contracting State shall not require a certified cargo manifest as such evidence of arrival at destination.

D. Clearance of import cargo

4.19 Contracting States shall endeavour to simplify documentary requirements for the clearance of import cargo and reduce to a minimum the variety of forms and the information to be shown thereon.

4.19.1 Recommended Practice.— *Contracting States, in giving effect to 4.19, should encourage, to the maximum extent practicable, alignment of documents required for the clearance of import cargo with the United Nations Layout Key for Trade Documents, to follow the format set forth in Appendix 10 — United Nations Layout Key for Trade Documents.*

4.20 The commercial invoice, which includes the information required by the importing country for the clearance of goods, shall constitute the basic document for the accomplishment of customs or other governmental formalities.

4.21 Recommended Practice.— *Where a Contracting State requires two or more of the following documents:*

- *commercial invoice,*
- *certificate of origin,*
- *certificate of value,*

it should accept either separate documents or a combined form incorporating the information contained on the separate documents, at the trader's option.

4.22 Contracting States which continue to require the air waybill to be presented for inspection in connection with the clearance of cargo shall not require the consignor and/or operator to place special information for customs or other governmental purposes on the air waybill.

Note.— *It is the intention of this provision, inter alia, that the provisions of 4.11.1 and 4.19.1 should also apply to the air waybill.*

4.23 Contracting States shall not require consular formalities or consular charges or fees in connection with documents for the clearance of air cargo.

4.24 A Contracting State which continues to require import licences or permits for certain types of goods shall establish simple procedures whereby such licences or permits can be obtained and renewed rapidly.

4.25 Recommended Practice.— *Each Contracting State should arrange for imported airfreight consignments, including documents, private gift packages and trade samples, not exceeding a certain value or weight, specified by that State, to be exempted as far as possible from import duties and other taxes and charges, and either exempted from formal declaration procedures or accorded immediate release on the basis of minimal data requirements as proposed in the World Customs Organization Express Consignment Guidelines. Value levels fixed in accordance with this Recommended Practice should take account of the costs of entry processing for Customs and declarant and should be reviewed, regularly, to take account of inflation.*

4.26 Contracting States shall make arrangements for the use of a simplified form of customs documentation and facilitate prompt clearance and release in respect of that imported cargo, including private gift packages and trade samples, which exceeds the limits set in accordance with 4.25 and shall establish higher limits of value or weight up to which such simplified documentation will apply.

4.27 Contracting States shall make arrangements whereby the maximum number of consignments not falling under 4.25 and 4.26 above can be released promptly after arrival upon presentation of a provisional entry document (or a legally acceptable electronic equivalent) and an adequate guarantee for payment of duties and other taxes and charges, subject to complete fulfilment of customs and other requirements within a time limit specified by that State.

4.28 Procedures shall be developed for the submission of pre-import information to customs prior to arrival of cargo in order to facilitate the processing of entries.

4.29 Contracting States shall, subject to compliance with any national prohibitions or restrictions and any required aviation security or appropriate narcotics control measures, make arrangements whereby special air cargo consignments, e.g. disaster relief shipments, perishable goods (livestock, plants, foodstuffs, etc.) can be released and/or cleared immediately upon arrival.

4.29.1 Recommended Practice.— *Contracting States should endeavour to release all general cargo not requiring more than normal inspection within four hours or as soon as practicable thereafter, from the time proper documentation or a legally acceptable electronic equivalent is presented.*

4.30 Recommended Practice.— *Where the nature of a consignment could attract the attention of different clearance agencies, e.g. Customs and veterinary or sanitary controllers, Contracting States should endeavour to delegate authority for clearance to customs or one of the other agencies, or where not feasible, take all necessary steps to ensure that clearance is carried out simultaneously, at one point and with a minimum of delay.*

4.31 Contracting States, in co-operation with operators, airport authorities and other agencies concerned with the handling, clearance and forwarding of goods, shall take the necessary steps to reduce to a minimum the dwell-time of air cargo in airport cargo terminals.

4.31.1 Recommended Practice.— *Contracting States should make arrangements to release part shipments when the complete documentation for such part shipments has been presented.*

4.32 Contracting States shall accomplish their physical examination of cargo imported by air on a sampling or selective basis. The appropriate public authorities of the State

concerned shall also, in consultation with, *inter alia*, operators and airport administrations, devise physical means for carrying out such examination rapidly.

4.33 Each Contracting State shall allow cargo, including unaccompanied baggage, which has been unladen from an aircraft at an international airport to be transferred to any authorized customs office within the State for customs entry and clearance. The customs regulations of the State concerned relating to such transfer shall be as simple as possible.

4.33.1 Cargo which has been opened for physical examination and sealed according to 4.15 and 4.15.2 shall be handled and cleared at the point of destination in the same way as cargo which has not been opened.

4.34 **Recommended Practice.**— *When volume justifies it, Contracting States, in co-operation with operators, airport authorities and official control agencies, should promote the provision of appropriate, common handling facilities for accompanied and unaccompanied courier baggage.*

Note.— *With respect to the facilities to be observed in carrying out this Recommended Practice, attention is drawn to the guidance material set forth in the Attachment to this Annex.*

E. Containers, pallets and their loads

4.35 Contracting States shall, subject to compliance with their respective regulations, permit the temporary importation of containers, pallets and associated equipment — whether owned by airlines, consignors/consignees, or third parties — without payment of customs duties and other taxes and charges and shall facilitate the use of this equipment in air traffic.

Note.— *A Contracting State may reserve the right not to grant these concessions in the case of containers, pallets and associated equipment which have been the subject of purchase, hire-purchase, lease or a contract of a similar nature, concluded by a person (natural or legal) resident or established in its territory.*

4.35.1 **Recommended Practice.**— *Contracting States should provide in their regulations, referred to in 4.35, for the acceptance of a simple declaration from the operator to the effect that the containers, pallets and associated equipment temporarily imported will be re-exported within the time limit set by the State concerned.*

4.36 Containers, pallets and associated equipment entering the territory of a Contracting State under the provisions of 4.35 shall be permitted to leave the limits of an international airport for import clearance of their loads and/or

for export lading under simplified control procedures and with a minimum of documentation as specified by the State concerned.

4.37 Contracting States shall, where demand arises, make suitable arrangements for the storage and/or clearance and/or examination of containers/pallets and their loads at off-airport locations.

4.38 Contracting States shall permit containers, pallets and associated equipment temporarily imported, to be re-exported to any other State and through any of its approved customs offices.

4.39 Contracting States shall permit the temporary importation of component parts of containers and pallets without payment of customs duties and other taxes and charges when these parts are needed for the repair of containers and pallets already admitted under the terms of 4.35.

4.40 **Recommended Practice.**— *Contracting States should permit the loan between airlines of temporarily imported containers, pallets, and associated equipment, without payment of customs duties and other taxes and charges, when these are used only on international routes.*

F. Limitation of operators' responsibilities

4.41 Where a Contracting State has requirements for documents such as the commercial invoice, declaration forms, import licence and the like, it shall not make it the obligation of the operator to ensure that these documentary requirements are met, nor shall the operator be held responsible, fined or penalized for inaccuracies or omissions of facts shown on such documents, unless he is, or is acting for, the importer or exporter.

4.42 In Contracting States where the operator has the obligation to the customs authorities for safeguarding cargo, unaccompanied baggage, mail and stores until they are cleared by customs, he shall be freed from this obligation and from liability for customs duties and taxes chargeable on such items when they are taken into charge by the customs authorities and are under their sole control.

4.43 Contracting States shall absolve operators from liability for customs duties, taxes and other charges at such time as goods are transferred, with the approval of the authorities, into the possession of a third party, having on file with the customs authorities adequate security or guarantee.

4.44 Contracting States shall not impede the movement of air cargo solely in order to collect statistics. Any necessary documents shall be provided by the declarant as required by the authorities.

G. Aircraft equipment, stores and parts

4.45 **Recommended Practice.**— *With respect to the importation of stores provided for in Standard 4.46, Contracting States, whenever possible, should not require ancillary documentation (such as Certificates of Origin and consular or specialized invoices).*

4.46 Stores imported into the territory of a Contracting State by an airline of another Contracting State for use in connection with the establishment or maintenance of an international service operated by that airline shall be admitted free of customs duties and other taxes or charges subject to compliance with the regulations of the Contracting State concerned. Such regulations shall not unreasonably interfere with the necessary use by the airline concerned of such stores.

4.47 **Recommended Practice.**— *In the case where aircraft engaged in international flights stop at two or more international airports within the territory of a Contracting State without intermediate landing in the territory of another State and without embarking and disembarking any domestic passengers, Contracting States should permit the sale and use of commissary supplies on board aircraft without payment of customs duties or other taxes.*

4.48 **Recommended Practice.**— *Ground equipment and security equipment imported into the territory of a Contracting State by an airline of another Contracting State for use within the limits of an international airport in connection with the establishment or maintenance of an international service operated by that airline should be admitted free of customs duties and, as far as possible, other taxes and charges, subject to compliance with the regulations of the Contracting State concerned. Such regulations should not unreasonably interfere with the necessary use by the airline concerned of such ground equipment and security equipment.*

Note.— *It is the intent of this provision that items such as the following should be admissible under the above provision, and it is not desired to discourage a Contracting State from allowing once-admitted items to be used by another foreign airline or at a location other than an international airport:*

a) *Repair, maintenance and servicing equipment:*

- *all repair and maintenance material for airframes, engines and instruments;*
- *specialized aircraft repair kits;*
- *starter batteries and carts;*
- *maintenance platforms and steps;*
- *test equipment for aircraft, aircraft engines, and aircraft instruments;*
- *aircraft engine heaters and coolers;*
- *ground radio equipment.*

b) *Passenger-handling equipment:*

- *passenger-loading steps;*
- *specialized passenger-weighing devices;*
- *specialized catering equipment.*

c) *Cargo-loading equipment:*

- *vehicles for moving or loading of baggage, cargo, equipment or supplies;*
- *specialized cargo-loading devices;*
- *specialized cargo-weighing devices.*

d) *Component parts for incorporation into ground equipment including the items listed above.*

e) *Security equipment:*

- *weapon-detecting devices;*
- *explosives-detecting devices;*
- *intrusion-detecting devices.*

f) *Component parts for incorporation into security equipment.*

4.49 **Recommended Practice.**— *Instructional material and training aids imported by an airline of another Contracting State into the territory of a Contracting State for use in connection with the technical training of ground and flight personnel required to establish and maintain an international service operated by that airline should be admitted free of customs duties and other taxes and charges, subject to compliance with the regulations of the Contracting State concerned.*

Note.— *It is the intent of this provision that items solely identified with aviation and aeronautical education and training such as the following should be admissible under the above provisions:*

- *flight simulators;*
- *link-trainers;*
- *mock-ups;*
- *cutaway engines and parts;*
- *charts showing the functioning of various technical systems.*

4.50 **Recommended Practice.**— *Contracting States should, wherever possible, arrange for duty-free admittance of airline and operators' documents and should allow for their expeditious clearance by the airlines' own staff or their nominated agents.*

4.51 Contracting States shall establish procedures for airlines and/or operators of other Contracting States allowing the prompt entry into or departure from their territories of aircraft equipment, spare parts, ground, training and security equipment, whether or not they are free of customs duties and other taxes and charges, under the provisions of this Annex or any other arrangements. Contracting States shall grant prompt clearance for the importation and exportation of such goods upon completion of simplified documentary procedures by the airlines or operators concerned. These arrangements shall not extend to goods intended for general sale, food, beverages and tobacco.

4.51.1 Recommended Practice.— *A Contracting State should whenever possible permit an airline or operator of another Contracting State to present on a separate page of the Cargo Manifest a list of the aircraft equipment, spare parts, ground, training and security equipment being imported or exported. This should be endorsed as follows:*

Note.— *We certify that the goods listed on this page of the Manifest are not for sale and are for the sole use of (insert name of airline or operator) in connection with the establishment or maintenance of an international air service.*

4.52 Contracting States shall dispense with the requirements for advance production of documents such as entry or exit permits, and the like, when aircraft equipment, spare parts, stores, ground, training and security equipment are urgently required by an airline or operator of another Contracting State in order to maintain service, provided the airline accepts full responsibility in writing to produce these documents within a reasonable time after the items have been admitted or exported, and provided that the Contracting State concerned is satisfied that the documents will in fact be produced.

4.53 Contracting States shall allow the loan of aircraft equipment and spare parts and security equipment and spare parts between airlines, when these are used in connection with the establishment or maintenance of scheduled international air services, without payment of customs duties or other taxes or charges subject only to control measures which may provide that repayment of the loan is normally to be accomplished by means of the return of articles that are qualitatively and technically similar and of the same origin, and in any event that no profit-making transaction is involved.

H. Cargo and other articles not entering the country of intended destination

4.54 When, because of error, emergency, or inaccessibility upon arrival, cargo, unaccompanied baggage or stores are not unladen at their intended destination, the public authorities at the place of intended unloading shall accept a declaration from the operator that the articles in question have not been unladen and the reasons therefore and shall not require the operator to prepare new documentation, nor impose penalties, fines, customs duties and taxes on the operator.

4.55 When goods are consigned to a destination within a Contracting State and have not yet been released for home consumption in that State but subsequently are required to be returned to the point of origin or to be redirected to another destination, the Contracting State shall allow reforwarding without requiring import, export or transit licences if no contravention of the laws and regulations in force is involved.

Note.— *This provision is not intended to prevent Contracting States from requiring import, export or transit licences in case of particular consignments which are subject to special restrictions.*

4.56 When, because of error or handling problems, cargo, unaccompanied baggage or stores are unladen at an international airport without being manifested, the Contracting State concerned shall facilitate their return to their correct destination or allow their normal clearance and delivery to consignee, provided all cargo reporting requirements are satisfied, and shall not hold operators liable for penalties, fines, customs duties and taxes on the basis that the cargo was mishandled. In the case where cargo, unaccompanied baggage or stores require reforwarding to the correct destination, the Contracting State may impose the following requirements:

- a) that they be reported to the public authorities concerned;
- b) that until reforwarded, they remain under the supervision of the public authorities concerned at the point of unloading;
- c) that a notation that they were carried to the wrong destination be made either on the manifest or General Declaration (see also 2.5) delivered in connection with the unloading;
- d) that they be reforwarded without delay;
- e) that they be subject to the laws and regulations of the State relating to public health and animal and plant quarantine;
- f) that, if reforwarded by air, they be entered either on the appropriate manifest or General Declaration (see also 2.5) upon reforwarding; and
- g) that, if reforwarded by air, a declaration of transshipment and/or verification be made in respect of them at the airport from which they leave the State.

I. Unaccompanied baggage

4.57 Unaccompanied baggage carried by air shall be cleared under the procedure applicable to accompanied baggage or under another simplified customs procedure distinct from that normally applicable to other cargo.

Note.— It is the intent of this provision, inter alia, that:

- a) unaccompanied baggage, to the extent possible, be as free from declaration forms as accompanied baggage; however, clearance documents provided by airlines shall be completed by the passenger prior to shipment;*
 - b) the same customs concessions be granted as for accompanied baggage, subject to compliance with the regulations of the Contracting State concerned;*
 - c) arrangements be made for the clearance of unaccompanied baggage in the passenger customs hall where selected accompanied baggage is cleared when necessary; and*
 - d) unaccompanied courier baggage be dealt with according to the provisions of Recommended Practice 4.5 of Annex 9 and Standard 4.3.4 of Annex 17.*
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4.57.1 Contracting States shall make provision so that unaccompanied baggage may be cleared upon request of a person acting as an authorized representative for the owner.

J. Animal and plant shipments

4.58 Contracting States which in certain circumstances require sanitary certificates or related documents in respect of particular animal and plant shipments shall publish the details of their requirements in this connection.

K. Mail documents and procedures

4.59 Contracting States shall carry out the handling, forwarding and clearance of mail and shall comply with the documentary procedures as prescribed in the Acts in force of the Universal Postal Union.

CHAPTER 5. TRAFFIC PASSING THROUGH THE TERRITORY OF A CONTRACTING STATE

A. Traffic arriving and departing on the same through-flight

5.1 Each Contracting State shall make provision by means of direct transit areas, direct transit arrangements, or otherwise, whereby crew, passengers, baggage, cargo, stores and mail continuing their journey on the same through-flight may remain temporarily within the State without undergoing any examination except for reasons of aviation security, narcotics control or in special circumstances.

Note.— With respect to application of aviation security measures, attention is drawn to Annex 17 and the ICAO Security Manual.

5.2 Contracting States shall not require any documents or visas in respect of traffic continuing its journey on the same through-flight, except in special circumstances determined by the public authorities concerned.

Note.— It is the intent of this provision, inter alia, that Contracting States shall neither a) temporarily deprive passengers of their passports nor b) require the operator to do so.

B. Traffic being transferred to another flight at the same airport

5.3 Each Contracting State shall make arrangements so that disembarking passengers and their baggage being transferred from one flight or operator to another at the same airport will be treated in a manner similar to that set forth in Section A above. Operators shall undertake to sort out transferring passengers and their baggage in order that such passengers and baggage may be allowed to proceed as rapidly as possible to their connecting flights.

Note.— For connecting traffic at the same airport, the operator who disembarked the passenger has the obligation for his custody and care.

5.4 Contracting States shall not require any documents or visas in respect of traffic being transferred to another flight at the same airport, except in special circumstances determined by the public authorities concerned.

Note.— For connecting traffic at the same airport, the operator who disembarked the passenger has the obligation for his custody and care.

5.4.1 With respect to passengers passing through the territory of a Contracting State who are to leave that State within two days from the day of their arrival and who cannot stay at the international airport of arrival until their next flight for lack of facilities or on account of other circumstances, each Contracting State shall permit them to remain within its territory without requiring them to obtain visas prior to their arrival, except in special circumstances determined by the public authorities concerned.

Note.— It is the intent of this provision that each Contracting State may:

- a) issue to such passengers, upon arrival, some form indicating they have permission to enter, such as a laissez-passer or a stopover visa;*
- b) designate some specific area or place in the city where the international airport is located, or a neighbouring city, as the sphere of activities of such passengers;*
- c) take any other necessary administrative measures relating to the stay of such passengers in its territory; and*

it is also understood that any Contracting State may, if it wishes to do so, extend to passengers passing through its territory more facilities than are provided in the above provision and in a), b) and c) of this Note.

5.5 Each Contracting State shall make arrangements for the direct trans-shipment of mishandled baggage, unaccompanied baggage, unladen cargo and stores, from one flight or operator to another at the same airport, without examination, except for reasons of aviation security or in special circumstances. In cases when direct trans-shipment cannot be effected, Contracting States shall ensure that arrangements are made for the temporary custody of such goods under secure supervision at an appropriate location. Operators shall undertake to process mishandled baggage, unaccompanied baggage, trans-shipment cargo and stores as rapidly as possible.

Note.— This provision is not intended to prevent the application of appropriate narcotics control measures.

5.6 Each Contracting State shall make arrangements to allow operators, under supervision of the public authorities

concerned, to disassemble trans-shipment cargo, including shipments in containers and pallets, so that they may sort and reassemble shipments for onward carriage without examination, except for reasons of aviation security or in special circumstances, and subject only to simple documentation where required.

Note.— This provision is not intended to prevent the application of appropriate narcotics control measures.

5.7 Unladen airmail being trans-shipped from one flight or operator to another at the same airport shall be effected in accordance with the Acts in force of the Universal Postal Union.

C. Traffic being transferred to another airport

5.8 **Recommended Practice.**— *Each Contracting State should make provision, by means of transit arrangements or otherwise, whereby traffic that passes directly through the State and, in the course of such passage, transfers from one international airport to another international airport may proceed without undergoing examination, except for aviation security measures, prevention of illegal entry or in special circumstances. For connecting traffic to another airport, the operator who disembarked the passenger has the obligation for his custody and care, except in the case where this obligation, in conformity with the national legislation in force, falls within the competence of another authority.*

5.9 **Recommended Practice.**— *With respect to the traffic referred to in 5.8, Contracting States should not require any documents or visas for passengers and their baggage, and*

if documents are required for cargo, unaccompanied baggage and stores, documents as simplified as possible should be used.

D. Cargo traffic being transferred between air and surface transport

5.10 Contracting States shall make arrangements whereby formalities for the interchange of air cargo with surface transport are applied in such a manner as to retain the speed advantage of air transport and to avoid delay.

E. Free airports and free zones

5.11 **Recommended Practice.**— *Contracting States should establish free airports.*

5.12 **Recommended Practice.**— *In connection with international airports, Contracting States should establish and either develop and operate themselves, or permit other parties to develop and operate, free zones and/or warehousing facilities and should publish detailed regulations as to the types of operations which may or may not be performed therein.*

5.13 In all cases where free zone facilities and/or warehousing facilities are not provided in connection with an international airport but have been provided elsewhere in the same general vicinity, Contracting States shall make arrangements so that air transport can utilize these facilities on the same basis as other means of transport.

5.14 Contracting States shall ensure that the provision of free airports, free zones and/or warehousing facilities presents no additional risks as regards aviation security and narcotics control.

CHAPTER 6. INTERNATIONAL AIRPORTS — FACILITIES AND SERVICES FOR TRAFFIC

A. General

6.1 Contracting States shall take all necessary steps to secure the co-operation of operators and airport administrations in ensuring that satisfactory facilities and services are provided for rapid handling and clearance of passengers, crew, baggage, cargo and mail at their international airports. Such facilities and services shall be flexible and capable of expansion to meet anticipated growth in traffic volume, or increased security measures during higher threat situations, while permitting appropriate narcotics control measures.

*Note.— With respect to the application of aviation security measures, attention is drawn to the relevant specification in Annex 17, Chapter 2.**

6.2 Contracting States shall take all necessary steps to encourage consultations between the airport administration on the one hand and operators, control authorities and appropriate bodies representing other airport users on the other at the earliest stage when planning new or substantially modified terminal buildings or when new procedures require changes in facilities, including changes of layout within existing facilities, at their international airports.

6.3 Contracting States shall take all necessary steps to secure the co-operation of operators and airport administrations in ensuring that the facilities and services at their international airports are designed in such a way as to provide the best possible airport traffic flow arrangements.

6.3.1 Recommended Practice.— *Contracting States whose international airports experience traffic peaking problems should, in accordance with appropriate procedures for co-ordination of schedules at airports, indicate to the appropriate airlines operating scheduled and non-scheduled flights, well in advance of the recognized traffic seasons, any restrictions that may apply in order to match the traffic and the airport capacity.*

6.4 Recommended Practice.— *Where a passenger service charge is levied at an international airport and its collection from passengers gives rise to facilitation problems, this charge should be levied, where practicable, following consultation and advance notice, on the airlines which should in turn recover the charge from passengers in such a way that the necessity for additional queuing at the airport is avoided.*

6.5 Recommended Practice.— *Whenever possible, the use of credit cards should be acceptable as a means of*

payment for services rendered, including duties and taxes, at international airports.

6.6 Recommended Practice.— *It is recommended that operators, in agreement with, and subject to reasonable limitations which may be imposed by, the airport authorities, be offered the choice of providing their own services for ground handling operations, or the option of having such operations performed entirely, or in part, by an organization controlled by another operator authorized by the airport authority, or by the airport operator, or by a servicing agent approved by the airport authority.*

B. Airport traffic flow arrangements

I. Common provisions

6.7 Contracting States shall ensure that particular attention is given to the need for adequate facilities to be available at all times at international airports and that appropriate measures are adopted to permit embarkation and disembarkation of passengers without delay.

6.7.1 Recommended Practice.— *Contracting States should encourage airports and operators to exchange all relevant flight information. Electronic Data Interchange with airlines should be facilitated at busy airports. In such cases, technical solutions complying with industry standards (e.g. UN/EDIFACT) should be encouraged.*

6.8 Recommended Practice.— *The arrangements in 6.3 should be by the most direct route with no crossing between passenger and baggage lines nor between different circuits. To the extent that the route is not self-evident, appropriate sign-posting should be used.*

6.9 Recommended Practice.— *International signs to facilitate passengers using airports, reproduced in the document developed for that purpose entitled International*

* The specification reads as follows:

2.2.1 Recommendation.— Each Contracting State should whenever possible arrange for the security measures and procedures to cause a minimum of interference with, or delay to the activities of, international civil aviation.

Signs to Provide Guidance to Persons at Airports and Marine Terminals (Doc 9636) published jointly by ICAO and the International Maritime Organization, should be introduced at the earliest practicable opportunity.

6.9.1 Recommended Practice.— *Notices and leaflets should be prominently displayed at international airports, warning travellers of the serious consequences of illegal narcotics trafficking and of the penal measures to which persons convicted of narcotics law offences may be liable.*

6.10 Recommended Practice.— *Arrangements should be made so that, when necessary, passengers and crew can proceed under shelter between the air terminal buildings and the aircraft, and vice versa.*

6.11 Recommended Practice.— *Particular attention should be given to passenger routes involving long distances to be covered on foot and the possibility should be studied of facilitating travel over these routes by mechanical systems.*

6.12 Recommended Practice.— *Flight information boards, or displays, supplemented, where necessary, by a clearly audible public address system should be provided so that passengers and the public can be fully informed of arrivals, departures and cancellations of flights, and particularly of any last minute changes in arrival or departure times or changes in gate numbers.*

6.12.1 Recommended Practice.— *In giving effect to 6.12, flight information boards or displays should, as far as possible, be in the standard layout recommended in Doc 9249 — Dynamic Flight-related Public Information Displays. Contracting States should ensure that the parties concerned in the operation of flights provide on a timely and rapidly updated basis all relevant information on flights, including last-minute changes, to the authorities responsible for the operation of Flight Information Display Systems. Those authorities should be responsible for establishing the list of data elements they need for this operation and the means of communicating them, recognizing existing industry standards.*

6.13 Recommended Practice.— *Contracting States should ensure that rapid and reliable city/airport ground transportation is available.*

6.13.1 Recommended Practice.— *Contracting States should promote full consultation at the earliest possible stage between airport authorities and all agencies and operators involved in surface access to the airport to encourage both increased co-ordination in the planning of surface access to airports and the provision of relevant information to passengers. Contracting States should also promote both the provision of information to passengers on services available and on the price for such services, and the facilitation of ticketing for ground transportation, including payment methods.*

6.14 Recommended Practice.— *International airports should have available appropriate automobile parking facilities for short- and long-term parking.*

II. Parking and servicing arrangements

6.15 Recommended Practice.— *Adequate measures should be taken to ensure convenient parking and servicing of aircraft of all types and categories — regular, non-scheduled and general aviation aircraft — in order to expedite clearance and operations on the apron and to reduce aircraft ground stop time. It is desirable in particular:*

- a) to make arrangements for optimum allocation of aircraft parking spaces as close as possible to the terminal building for rapid loading and unloading;*
- b) to provide adequate parking spaces for aircraft when neither loading nor unloading, away from the terminal building so as to avoid obstruction to the flow of traffic on the apron, and make adequate arrangements for their optimum use;*
- c) to equip the parking spaces with the necessary means for rapid performance of all aircraft servicing operations;*
- d) to give particular importance to measures for assistance to aircraft during embarkation and disembarkation operations;*
- e) to provide facilities for fuelling of aircraft during hours established by the public authorities;*
- f) to provide transportation between remote parking positions and the terminal building when distance and safety so require as a result of optimum use of the parking area available; and*
- g) to provide, when necessary, parking space for international flights where inspection of aircraft, passengers, crew and baggage can be performed.*

III. Outbound passengers, crew and baggage

6.16 Recommended Practice.— *Contracting States should ensure that departure formalities are completed as soon as possible and should establish as a goal, as far as is practicable, a total time period of 60 minutes for the completion of departure formalities for all passengers requiring not more than normal inspection on international air transport services, calculated from the time of the passenger's presenting himself at the first processing point at the airport (i.e. airline check-in, security control point or other required control point depending on arrangements at individual airports) to the scheduled time of his flight departure, noting that at all times security measures must be fully carried out. In*

cases where the actual time period required for the completion of these formalities significantly exceeds the goal, airport authorities, passenger service providers and government control authorities should consult with the air transport operators concerned, with a view to adopting the measures necessary to achieve this goal.

6.17 Recommended Practice.— *Easy and speedy access to the terminal should be provided for passengers, crew and their baggage arriving at the airport by surface transport.*

6.18 Recommended Practice.— *Contracting States should ensure that, where traffic justifies, airlines, airports and airport handling operators consider the provision of child care rooms of suitable dimensions and with necessary child care facilities, in the departure and transit lounges of passenger terminals, to provide special areas for infants/small children accompanied by parent(s) or guardian(s). These rooms should be clearly marked with appropriate signs.*

6.19 Recommended Practice.— *Easy and frequent transportation should be available between airport terminal buildings as well as between designated remote parking facilities and airport terminal buildings.*

6.20 Recommended Practice.— *Consideration should be given to the provision of baggage check-in facilities as close as possible to arrival points of surface transport.*

6.21 Recommended Practice.— *Contracting States should study the possibility of allowing the provision of off-airport check-in facilities, with due regard to the necessary security precautions and control requirements.*

6.22 Recommended Practice.— *In order to facilitate aircraft departure, Contracting States, in examining passengers as a security measure, or for purposes of narcotics control as appropriate, should, to the extent feasible, utilize specialized equipment in conducting such examinations so as to reduce materially the number of persons to be searched by other means.*

Note 1.— The use of radiological techniques for screening passengers should be avoided.

Note 2.— Privacy should be assured when a thorough physical search is to be carried out. If special rooms are not available, portable screens may be used for this purpose.

6.23 Recommended Practice.— *In order to facilitate aircraft departure, Contracting States, in examining baggage of passengers departing from their territory as a security measure, or for narcotics control purposes as appropriate, should, to the extent feasible, utilize specialized equipment in conducting such examinations so as to reduce materially the amount of baggage to be searched by other means.*

6.24 Recommended Practice.— *An individual and continuous “trickle” method of processing and loading of*

passengers, crew and baggage should be adopted — in lieu of the group (“package”) system — whenever this will speed up their clearance.

6.25 Recommended Practice.— *Particular attention should be paid to the use of sorting, conveyance, reconciliation and loading devices for baggage. Provisions should be made as far as possible for:*

- a) mechanized systems capable of sorting, transferring and loading large quantities of baggage within a minimum amount of time, consistent with the volume of traffic;*
- b) the use of the unique baggage identification system, known as the “Licence Plate Concept”, for baggage reconciliation, sorting and tracing. The “Licence Plate Concept” developed by ACI/IATA is defined in the IATA Passenger Services Conference Resolutions Manual (Resolution 740) and in the appropriate Recommended Practices of the same document. The concept includes a coded baggage-tag with a unique number which can be read automatically and transmitted electronically between airlines, airports and handling agents. It enables these parties to provide higher-quality baggage sorting and handling. Baggage reconciliation applications (reference Annex 17, 4.3.1) can also use the same data elements;*
- c) an area where it would be possible to hold baggage containers and to rearrange their contents; and*
- d) mechanical means of handling and sorting empty baggage containers, consistent with the volume of traffic.*

6.26 Recommended Practice.— *The premises that crew members have to visit for operational purposes should be readily accessible and, if possible, next to one another.*

IV. Inbound passengers, crew and baggage

6.27 Contracting States shall make arrangements for a sufficient number of control channels so that clearance of inbound passengers and crew may be obtained with the least possible delay. Additional channel(s) shall be available if possible to which complicated cases may be directed without delaying the main flow of passengers.

6.28 Recommended Practice.— *Particular attention should be given to points where passenger delays are frequently found to occur.*

6.29 Recommended Practice.— *Contracting States should establish as a goal the clearance within forty-five (45) minutes of disembarkation from the aircraft of all passengers requiring not more than the normal inspection at major international airports, regardless of aircraft size and scheduled arrival time.*

6.30 To obviate any delay to passengers, the necessary steps shall be taken to ensure that baggage arrives on time in the baggage claim area.

6.30.1 Recommended Practice.— *Arrangements should be made for rapid unloading of baggage, including containerized baggage, from the aircraft and its swift movement to the baggage claim area. To this end, mechanical unloading and conveyance systems should be used where the volume of traffic warrants and a sufficient number of handling staff should be available at all times.*

6.31 Recommended Practice.— *Adequate space should be provided in the baggage claim area permitting ready identification and speedy withdrawal by each passenger of his checked baggage.*

6.32 Recommended Practice.— *Where the volume of baggage so warrants, mechanized baggage dispensing systems should be provided in baggage-claim areas so as to move the baggage towards passengers, thus facilitating pick-up of baggage.*

6.32.1 The authorities responsible for international airports shall ensure that passengers can obtain assistance in the carriage of baggage to enable them to transfer baggage from baggage claim areas to points as close as possible to areas where surface transportation from the airport or between airport terminals is provided.

V. Transit and transfer of passengers and crew

6.33 Recommended Practice.— *Contracting States should, whenever possible, permit passengers to remain on board the aircraft and authorize embarkation and disembarkation during refuelling, subject to the necessary safety measures.*

6.33.1 Recommended Practice.— *It is recommended in particular, that technical and regulatory provisions should be adopted to ensure that telescopic passageways to and from aircraft can be kept in use during refuelling of aircraft.*

6.34 Recommended Practice.— *Contracting States should ensure that physical facilities at airports are provided, where the volume and nature of the traffic so require, whereby crew and passengers in direct transit on the same aircraft, or transferring to other flights, may remain temporarily without being subject to inspection formalities, except for aviation security measures, or in special circumstances.*

Note.— *This provision is not intended to prevent the application of appropriate narcotics control measures.*

6.35 Recommended Practice.— *Provisions should be made for airline handling counters in the transit area for the purpose of processing passengers transferring from one aircraft to another and not going through clearance controls.*

6.36 Recommended Practice.— *Arrangements should be made whereby crew members in brief transit can communicate from a point near the aircraft's loading position, located either on the apron or in a locale near the apron, via television or telephone with the various governmental agencies (e.g. air traffic control, MET Office) without the need to report to them in person.*

VI. Miscellaneous facilities and services in passenger terminal buildings

6.37 Recommended Practice.— *Facilities provided for the use of transit passengers should contain all necessary arrangements for their convenience.*

6.37.1 Recommended Practice.— *Storage facilities should be provided for baggage left by their owners at international airports for later pick-up.*

6.37.2 International airports shall be equipped with functional secure storage facilities where unclaimed, unidentified and mishandled baggage will be kept available for clearance until forwarded, claimed or disposed of in accordance with the governmental regulations and procedures applicable in the territory of the State concerned. Airline personnel shall have access to the baggage at least throughout the hours of airport operation.

6.38 Recommended Practice.— *To the extent that the non-travelling public are admitted to terminal buildings, appropriate arrangements should be made so that they do not interfere with the flow of inbound and outbound traffic.*

6.38.1 Recommended Practice.— *Provisions should be made to locate facilities for group/tour operators in public or uncontrolled areas in the arrival and/or departure areas in order to minimize congestion in the terminal buildings.*

6.39 Recommended Practice.— *When duty-free or other goods are offered for sale in terminal buildings, whether to outbound passengers only or to both outbound and inbound passengers, provisions should be made for convenient locations of the stores which would ensure easy access by a large number of passengers, efficient service and adequate customer space so as to avoid congestion and interference with the main streams of outbound and inbound passenger traffic.*

VII. Cargo and mail handling and clearance facilities

6.40 Recommended Practice.— *Contracting States should make arrangements whereby all-cargo aircraft and their loads can be entered and cleared at the cargo terminal area.*

6.41 Recommended Practice.— *Easy and speedy access should be provided to airport cargo terminals, taking into*

account the space requirements of extra-large trucks on access roads and in front of terminals for manoeuvring into position.

6.42 Recommended Practice.— *Each cargo terminal should be provided with delivery/receiving positions adaptable to truck-bed heights.*

6.43 Recommended Practice.— *Use should be made, where justified, of mechanized and automated facilities for loading and unloading, conveyance and storage of cargo.*

6.44 Recommended Practice.— *Adequate space should be available in cargo terminals for storage and handling of air cargo, including building up and breaking down of pallet and container loads, located next to the customs area and easily accessible to authorized persons and vehicles from both the apron and the landside road. Such arrangements should take into account aviation security and appropriate narcotics control measures.*

6.45 Recommended Practice.— *Adequate space and facilities should be provided at international airports, or at convenient off-airport locations, for the temporary storage of empty containers.*

6.46 Recommended Practice.— *Cargo terminals should be equipped with storage facilities as appropriate for special cargo (e.g. valuable goods, perishable shipments, human remains, radioactive and other dangerous goods, as well as live animals). Those areas of cargo terminals in which general and special cargo and mail are stored prior to shipment by air should be protected against access by unauthorized persons at all times.*

6.47 Recommended Practice.— *Parking spaces should be available at cargo terminals for handling equipment when not in use, located so as to avoid interference with the flow of inbound and outbound cargo.*

6.48 Recommended Practice.— *Where high-capacity aircraft with mixed passenger and cargo loads are positioned next to the passenger terminal, all necessary facilities should be provided for swift loading/unloading and conveyance between the aircraft and the cargo terminal(s) of large volumes of air cargo. To this end flow routes should be designed so as to avoid interference with those for passengers and baggage.*

6.49 Recommended Practice.— *Facilities should be provided, where necessary, for the direct removal of bulky or heavy consignments by approved transport, from the airport to the premises of the importer, agent or freight forwarder, such removal being subject to customs approval and any conditions attached to that approval.*

6.50 Recommended Practice.— *Sufficiently large and convenient areas should be provided at international airports, where, under customs supervision, trans-shipment cargo can be broken down, sorted and reassembled for immediate or*

later onward transmission. Such arrangements should take into account aviation security and appropriate narcotics control measures.

6.51 Recommended Practice.— *At airports whose cargo handling capacity is insufficient and whose expansion is limited or unfeasible, off-airport bonded warehouses should be allowed, and the procedures for moving cargo between them and the airport should be minimal in order to accelerate clearance and reduce congestion in airport warehouses.*

6.52 Recommended Practice.— *Where the volume of air mail so warrants and where it will expedite the onward transmission of the mail, in the opinion of the postal authorities, adequate space and facilities should be provided at international airports for the reworking, sorting and onward transmission of air mail. Such arrangements should take into account aviation security and appropriate narcotics control measures.*

C. Facilities required for implementation of public health, emergency medical relief, and animal and plant quarantine measures

6.53 Contracting States, in co-operation with airport authorities, shall ensure the maintenance of public health, including human, animal and plant quarantine at international airports.

6.54 Recommended Practice.— *Contracting States should provide, at or near all their major international airports, facilities and services for vaccination or revaccination, and for the delivery of the corresponding certificates.*

6.55 Recommended Practice.— *International airports should have available adequate facilities for administration of public health and animal and plant quarantine measures applicable to aircraft, crew, passengers, baggage, cargo, mail and stores.*

6.56 Recommended Practice.— *Contracting States should provide arrangements whereby passengers and crew in transit can remain in premises free from any danger of infection and insect vectors of diseases and, when necessary, facilities should be provided for the transfer of passengers and crew to another terminal or airport nearby without exposure to any health hazard. Similar arrangements and facilities should also be made available in respect of animals.*

6.57 Contracting States, in co-operation with airport authorities and aircraft operators, shall take all steps to ensure that the procurement, preparation, handling, storage and service of food and water supplies intended for consumption both at airports and on board aircraft are hygienically carried out in accordance with the pertinent regulations, recommendations and standards of the World Health Organization and the pertinent recommendations of the Food and Agriculture Organization of the United Nations.

6.58 Contracting States, in co-operation with airport authorities and aircraft operators, shall ensure that an effective system is instituted for the safe removal and safe disposal of excrement, refuse, waste water, waste, unused and condemned food and other matter dangerous to the health of persons, animals or plants in accordance with the pertinent regulations and recommendations of the World Health Organization and the recommendations of the Food and Agriculture Organization of the United Nations.

6.59 **Recommended Practice.**— *There should be maintained at international airports an organized, immediately responsive staff with facilities for first aid attendance on site and appropriate arrangements should be available for expeditious referral of the occasional more serious case to pre-arranged competent medical attention.*

D. Facilities required for clearance controls and operation of control services

6.60 **Recommended Practice.**— *Space and facilities for the authorities in charge of clearance controls should, as far as possible, be provided at public expense.*

6.61 If the space and facilities referred to in 6.60 are not provided at public expense, Contracting States shall ensure that such space and facilities are provided on terms not less favourable than those which apply to the operators of other means of transportation entering the State and requiring space and facilities on a comparable scale.

6.62 Contracting States shall provide sufficient services of the public authorities concerned without charge to operators during working hours established by those authorities.

Note.— *Where traffic, volume and available space and facilities warrant, Contracting States may wish to provide clearance controls for passengers and their baggage at more than one location.*

6.62.1 Contracting States shall provide sufficient services of the public authorities concerned in such a way as to respond to real needs and thus to the flow of traffic during working hours established by those authorities.

Note 1.— *Paragraphs 6.62 and 6.62.1 should be applied in accordance with Article 82 of the International Health Regulations (1969), Third Annotated Edition (1983) which provides that no charge shall be made by a health authority for any medical examination provided for in the International Health Regulations (IHR) or for any vaccination of a person on arrival and any certificate thereof. The IHR specify that it is not permissible to exact or receive payment for medical examination carried out at any time of the day or night. Article 24 provides that health measures shall be initiated forthwith and completed without delay.*

Note 2.— *Under Annex 15 — Aeronautical Information Services, States are obligated to publish the types and hours of clearance services (customs, immigration, health) at their international airports.*

6.63 Outside of the working hours established to cover any periods of substantial workload at international airports referred to in 6.62 and 6.62.1 Contracting States shall provide services of such authorities on terms not less favourable to operators of aircraft than those which apply to operators of other means of transportation entering the State.

6.64 **Recommended Practice.**— *Contracting States should make arrangements whereby one State will permit another State to station representatives of the public authorities concerned in its territory to examine aircraft, passengers, crew, baggage, cargo and documentation for customs, immigration, public health and animal and plant quarantine purposes, prior to departure for the other State concerned, when such action will facilitate clearance upon arrival in that State. Alternatively, Contracting States may by agreement enter into electronic forms of pre-clearance for any of the functions listed above to facilitate clearance upon arrival in the other State.*

E. Monetary exchange facilities

6.65 Contracting States shall make arrangements to display at their international airports their regulations governing the exchange of funds of other States against national funds.

6.66 Contracting States which maintain exchange controls with respect to funds of other States shall make arrangements:

- a) to publish the current legal rates of exchange for such funds;
- b) to display or otherwise make available at their international airports such rates as may be of principal interest at the respective airports.

6.67 Contracting States which do not maintain exchange controls with respect to some or all funds of other States shall make arrangements to display information to that effect at their international airports.

6.68 **Recommended Practice.**— *With respect to those funds of other States for which no controlled exchange rates have been established by the Contracting State concerned, it should make such arrangements as may be feasible to make information available at its international airports as to the prevailing open market rates.*

6.69 Contracting States shall provide, at such times as to meet the needs of the travelling public, adequate facilities at

international airports for the legal exchange of funds of other States through governmental agencies or shall authorize private agencies to do so. These facilities shall be available to arriving and departing passengers.

Note.— In giving effect to this provision, the use of vending machines at international airports, enabling a departing passenger to obtain foreign currency, at any time of the day or night, has proved to be of valuable assistance and should be considered as a possibility by Contracting States.

6.70 Recommended Practice.— Contracting States restricting the import or export of funds of other States should provide for the issuance to travellers of certificates showing

the amounts of such funds in their possession upon entering the State and should permit such travellers, upon surrender of such certificates prior to leaving the State, to take such funds with them. Inscription on the passport or other official document for travel may serve the same purpose.

6.71 Recommended Practice.— Contracting States which prohibit or limit the amount of importation of their own currency should provide reasonable facilities for travellers from abroad, who declare an amount of such currency in excess of that permitted by the current regulations, to deposit such amount at the international airport of entry and, upon departure, to reclaim it at the same point or at any other point designated by the public authorities concerned.

CHAPTER 7. LANDING ELSEWHERE THAN AT INTERNATIONAL AIRPORTS

A. General

7.1 Each Contracting State shall take steps to ensure that all possible assistance is rendered by its public authorities to an aircraft which, for reasons beyond the control of the pilot-in-command, has landed elsewhere than at one of its international airports and, to this end, shall keep control formalities and procedures, in such cases, to a minimum.

7.2 The pilot-in-command or the next senior crew member available shall cause the landing to be reported as soon as practicable to the public authorities concerned.

B. Short stopover

7.3 If it is apparent that the aircraft can resume its flight within a relatively short time of arrival, the following procedure shall apply:

7.3.1 Control measures shall be limited to those that ensure that the aircraft departs with the same load that was on board at the time of arrival. In case the load or part thereof cannot, for operational or other reasons, continue on that flight, the public authorities shall expedite clearance formalities and co-operate in speedy onward transportation for that load to its destination.

7.3.2 The public authorities shall designate, if necessary, an adequate area under their general supervision where passengers and crew can move about during their stopover.

7.3.3 The pilot-in-command shall not be required to apply to more than one government agency for take-off permission (other than for any necessary air traffic control clearance).

C. No resumption of flight

7.4 If it is apparent that the aircraft will be substantially delayed or is unable to continue its flight, the following provisions shall apply:

7.4.1 The pilot-in-command, while awaiting the instructions of the public authorities concerned or if he or his crew is unable to get in touch with them, shall be entitled to take such emergency measures as he deems necessary for the health and safety of passengers and crew and for avoiding or minimizing loss or destruction to the aircraft itself and its load.

7.4.2 Passengers and crew shall be permitted to secure suitable accommodation pending completion of the necessary formalities if such formalities cannot be promptly carried out.

7.4.3 Cargo, stores and unaccompanied baggage, if required to be removed from the aircraft for safety reasons, shall be deposited in a nearby area and remain there pending completion of the necessary formalities.

7.4.4 Mail shall be disposed of as is required pursuant to the Acts in force of the Universal Postal Union.

CHAPTER 8. OTHER FACILITATION PROVISIONS

A. Bonds and exemption from requisition or seizure

8.1 **Recommended Practice.**— *If a Contracting State requires bonds of an operator to cover his liabilities under the customs, immigration, public health, animal and plant quarantine, or similar laws of the State, it should permit the use of a single comprehensive bond whenever possible.*

8.2 **Recommended Practice.**— *The aircraft, ground equipment, security equipment, spare parts and technical supplies of an airline located in a Contracting State (other than the Contracting State in which such airline is established) for use in the operation of an international air service serving such Contracting State, should be exempt from the laws of such Contracting State authorizing the requisition or seizure of aircraft, equipment, parts or supplies for public use, without prejudice to the right of seizure for breaches of the laws of the Contracting State concerned.*

B. Facilitation of search, rescue, accident investigation and salvage

8.3 Subject to any conditions imposed by Annex 12 — *Search and Rescue* and Annex 13 — *Aircraft Accident and Incident Investigation*, Contracting States shall make arrangements to ensure entry without delay into their territories on a temporary basis of qualified personnel required for search, rescue, accident investigation, repair or salvage in connection with a lost or damaged aircraft.

8.3.1 In arranging for the entry without delay of the personnel referred to in 8.3, when such a document is necessary, States shall not require any other travel document than a passport (cf. 3.4).

8.3.2 **Recommended Practice.**— *In cases where a Contracting State continues to require entrance visas for the personnel referred to in 8.3, it should, when necessary and on an exceptional basis, issue such visas on arrival or otherwise facilitate their admission when such personnel carry an order of mission from the competent authority in their State (cf. 3.8.4).*

8.3.3 **Recommended Practice.**— *Contracting States should ensure that their authorities are adequately informed of the provisions of Annexes 13 and 9 relating to the facilitation of aircraft accident and incident investigations. In this regard, States should recognize the need for the investigators*

concerned to be able to arrange transport to the site of the accident or incident without delay and, if necessary, help them to this end.

8.4 Each Contracting State shall facilitate the temporary entry into its territory of all aircraft, tools, spare parts and equipment required in the search, rescue, accident investigation, repair or salvage of the damaged aircraft of another State. These items shall be temporarily admitted free from customs duties and other taxes or charges and the application of regulations of any nature restricting the importation of goods.

Note.— *It is understood that this provision does not preclude the application of public health and animal and plant quarantine measures, if required.*

8.5 Each Contracting State shall facilitate the removal from its territory of both the damaged and any assisting aircraft, together with tools, spare parts and equipment which may have been brought in for search, rescue, accident investigation, repair or salvage purposes.

8.6 Damaged aircraft or parts thereof, and any stores or cargo contained therein, together with any aircraft, tools, spare parts or equipment brought in for temporary use in search, rescue, accident investigation, repair or salvage, which are not removed from the territory of the Contracting State within a length of time to be specified by that State, shall be subject to the requirements of the applicable laws of the State concerned.

8.7 If, in connection with an aircraft accident investigation, it becomes necessary to send a part, or parts, of a damaged aircraft to another Contracting State for technical examination or testing, each Contracting State concerned shall ensure that the movement of such part, or parts, is effected without delay. The Contracting States concerned shall likewise facilitate the return of such part, or parts, to the State instituting the accident investigation should the latter State require them in order to complete the investigation.

C. Relief flights following natural and man-made disasters which seriously endanger human health or the environment, and similar emergency situations where United Nations (UN) assistance is required

8.8 Contracting States shall facilitate the entry into, departure from and transit through their territories of aircraft

engaged in relief flights performed by or on behalf of international organizations recognized by the UN or by or on behalf of States themselves and shall take all possible measures to ensure their safe operation. Such relief flights are those undertaken in response to natural and man-made disasters which seriously endanger human health or the environment, as well as similar emergency situations where UN assistance is required. Such flights shall be commenced as quickly as possible after obtaining agreement with the recipient State.

Note 1.— According to its Internationally Agreed Glossary of Basic Terms, the United Nations Department of Humanitarian Affairs considers an emergency to be “a sudden and usually unforeseen event that calls for immediate measures to minimize its adverse consequences”, and a disaster to be “a serious disruption of the functioning of society, causing widespread human, material or environmental losses which exceed the ability of the affected society to cope using only its own resources”.

Note 2.— With respect to the application of measures to ensure the safe operation of relief flights, attention is drawn to Annex 11 — Air Traffic Services, the Manual Concerning Safety Measures Relating to Military Activities Potentially Hazardous to Civil Aircraft Operations (Doc 9554) and the Manual concerning Interception of Civil Aircraft (Doc 9433).

8.9 Contracting States shall ensure that personnel and articles arriving on relief flights referred to in 8.8 are cleared without delay.

D. Marine pollution and safety emergency operations

8.10 In cases of emergency, Contracting States shall facilitate the entry, transit and departure of aircraft engaged in the combatting or prevention of marine pollution, or other operations necessary to ensure maritime safety, safety of the population or protection of the marine environment.

8.11 In cases of emergency, Contracting States shall, to the greatest extent possible, facilitate the entry, transit and departure of persons, cargo, material and equipment required to deal with the marine pollution and safety operations described in 8.10.

E. Implementation of international health regulations and related provisions

8.12 Contracting States shall comply with the pertinent provisions of the current edition of the International Health Regulations of the World Health Organization. In accordance with Article 23 of the said Regulations, Contracting States shall apply as a maximum the health measures permitted

therein for the entry, departure and transit of passengers and their baggage, cargo and other articles.

8.13 Recommended Practice.— *In cases where epidemiological conditions permit and it will result in reducing or eliminating the number of sanitary measures required, Contracting States should, pursuant to Article 85, paragraphs 1 and 1 d) of the International Health Regulations, Third Annotated Edition (1983), combine their territories or make agreements for the purpose of sanitary control.*

8.14 Contracting States shall take all possible measures to have vaccinators use the International Certificates of Vaccination or Revaccination form, in order to assure uniform acceptance.

8.15 Recommended Practice.— *Each Contracting State should make arrangements to enable all airlines and agencies concerned to make available to passengers, sufficiently in advance of departure, information concerning the vaccination requirements of the countries of destination, as well as vaccination or revaccination certificate forms conforming to the International Health Regulations (1969).*

8.16 Operators shall ensure compliance with any requirement of a Contracting State whereby illness, other than suspected airsickness, on an aircraft is to be reported promptly by radio to health authorities in the Contracting State for which the aircraft is destined, in order to facilitate provision for the presence of any special medical personnel and equipment necessary for medical assistance and health procedures on arrival.

F. Establishment of national facilitation programmes

8.17 Each Contracting State shall establish a national air transport facilitation programme based on the facilitation requirements of the Convention and of Annex 9 thereto.

8.18 Each Contracting State shall ensure that the objective of its national air transport facilitation programme shall be to adopt all practicable measures to facilitate the movement of aircraft, crews, passengers, cargo, mail and stores, by removing unnecessary obstacles and delays.

8.18.1 Recommended Practice.— *In establishing a national air transport facilitation programme, States should use the guidance material outlined in Appendix 11.*

8.19 Each Contracting State shall establish a National Air Transport Facilitation Committee, and Airport Facilitation Committees as required, or similar co-ordinating bodies, for the purpose of co-ordinating facilitation activities between departments, agencies, and other organizations of the State concerned with, or responsible for, various aspects of international civil aviation as well as with airport and aircraft operators.

8.20 Recommended Practice.— *Contracting States should endeavour to establish close co-ordination, adapted to circumstances, between civil aviation security and facilitation programmes. To this end, certain members of Facilitation Committees should also be members of Security Committees.*

8.21 Recommended Practice.— *In establishing and operating National Air Transport and Airport Facilitation Committees, States should use the guidance material outlined in Appendix 12.*

G. Facilitation of the transport of passengers requiring special assistance

I. General

8.22 Recommended Practice.— *When travelling, persons with disabilities should be provided with special assistance in order to ensure that they receive services customarily available to the general public. Such assistance includes the offering of information and directions in media which can be understood by travellers with cognitive or sensory disabilities.*

8.23 Recommended Practice.— *Contracting States should co-operate with a view to taking the necessary measures to make accessible to persons with disabilities all the elements of the chain of the person's journey, from beginning to end.*

8.24 Recommended Practice.— *Contracting States should take the necessary steps with airlines, airports and ground handling operators to establish minimum uniform standards of accessibility with respect to transportation services for persons with disabilities, from arrival at the airport of departure to leaving the airport of destination.*

8.25 Recommended Practice.— *Contracting States should take the necessary steps with airlines, airports, ground handling operators and travel agencies to ensure that persons with disabilities are given the information they need, and should take the necessary steps to ensure that airlines, airports, ground handling operators and travel agencies are in a position to give those passengers the assistance necessary for them, depending on their needs, to help them in their travel.*

8.26 Recommended Practice.— *Contracting States should take all necessary steps to secure the co-operation of operators, airports and ground handling operators in order to establish and co-ordinate training programmes to ensure that trained personnel are available to assist persons with disabilities.*

II. Access to airports

8.27 Contracting States shall take the necessary steps to ensure that airport facilities and services are adapted to the needs of persons with disabilities.

8.28 Recommended Practice.— *Contracting States should ensure that lifting systems or any other appropriate devices are made available in order to facilitate the movement of elderly and disabled passengers between the aircraft and the terminal on both arrival and departure as required where telescopic passageways are not used.*

8.29 Recommended Practice.— *Measures should be taken to ensure that the hearing- and vision-impaired are able to obtain flight information.*

8.30 Recommended Practice.— *For elderly and disabled persons being set down or picked up at a terminal building, reserved points should be located as close as possible to main entrances. To facilitate movement to the various areas of the airport, access routes should be free of obstacles.*

8.31 Recommended Practice.— *Where access to public services is limited, every effort should be made to provide accessible and reasonably priced ground transportation services by adapting current and planned public transit systems or by providing special transport services for people with mobility needs.*

8.32 Recommended Practice.— *Adequate parking facilities should be provided for people with mobility needs and appropriate measures taken to facilitate their movement between parking areas and the terminal buildings.*

8.33 Recommended Practice.— *Direct transfer from one aircraft to another of passengers, particularly elderly and disabled passengers, should be authorized, where necessary and possible, whenever this is warranted by deadlines in making connecting flights or by other circumstances.*

III. Access to air services

8.34 Contracting States shall take the necessary steps to ensure that persons with disabilities have adequate access to air services.

8.35 Recommended Practice.— *Contracting States should introduce provisions by which aircraft coming newly into service or after major refurbishment should conform to minimum uniform standards of accessibility with respect to equipment on board aircraft which would include movable armrests, on-board wheelchairs, lavatories and suitable lighting and signs.*

8.36 Recommended Practice.— *Wheelchairs, special apparatus and equipment required by persons with disabilities should be carried free of charge in the cabin where, in the*

view of the airline, space and safety requirements permit or should be designated as priority baggage. Service animals accompanying passengers with disabilities should also be carried free of charge in the cabin, subject to the application of any relevant national or airline regulations.

8.37 Recommended Practice.— *In principle, persons with disabilities should be permitted to determine whether or not they need an escort and to travel without the requirement for a medical clearance. However, advance notice should be mandatory where assistance or lifting is required. Airlines should only be permitted to require passengers with dis-*

abilities to obtain a medical clearance in cases of medical condition where it is clear that their safety or well-being or that of other passengers cannot be guaranteed. Furthermore, airlines should only be permitted to require an escort when it is clear that a person with disabilities is not self-reliant and, as such, the safety or well-being of that person or that of another passenger cannot be guaranteed.

8.38 Recommended Practice.— *If the presence of an escort is required, Contracting States should encourage airlines to offer discounts for the carriage of that accompanying person.*

APPENDIX 1. GENERAL DECLARATION

297 mm (or 11 3/4 inches)

GENERAL DECLARATION
(Outward/Inward)

Operator

Marks of Nationality and Registration*..... Flight No. Date

Departure from Arrival at
(Place)(Place)

FLIGHT ROUTING
 ("Place" Column always to list origin, every en-route stop and destination)

| PLACE | TOTAL NUMBER OF CREW* | NUMBER OF PASSENGERS ON THIS STAGE** |
|-------|-----------------------|---|
| | | <i>Departure Place:</i> Embarking Through on same flight |
| | | |
| | | |
| | | |
| | | <i>Arrival Place:</i> Disembarking Through on same flight |
| | | |
| | | |
| | | |

*Declaration of Health**

Persons on board with illnesses other than airsickness or the effects of accidents (including persons with symptoms or signs of illness such as rash, fever, chills, diarrhoea) as well as those cases of illness disembarked during the flight

Any other conditions on board which may lead to the spread of disease

Details of each disinsecting or sanitary treatment (place, date, time, method) during the flight. If no disinsecting has been carried out during the flight, give details of most recent disinsecting

Signed, if required _____
Crew member concerned

For official use only

I declare that all statements and particulars contained in this General Declaration, and in any supplementary forms required to be presented with this General Declaration, are complete, exact and true to the best of my knowledge and that all through passengers will continue/have continued on the flight.

SIGNATURE _____
Authorized Agent or Pilot-in-command

Size of document to be 210 mm × 297 mm (or 8 1/4 × 11 3/4 inches).

* To be completed only when required by the State.

** Not to be completed when passenger manifests are presented and to be completed only when required by the State.

210 mm (or 8 1/4 inches)

APPENDIX 2. PASSENGER MANIFEST

[illegible]

* To be completed only when required by the State.

APPENDIX 3. CARGO MANIFEST

[illegible]

Size of document to be 210 mm x 297 mm (or 8 1/4 x 11 3/4 inches).

* To be completed only when required by the State.

210 mm (or 8 1/4 inches)

APPENDIX 4. CERTIFICATE OF RESIDUAL DISINSECTION

GOVERNMENT OF

CERTIFICATE OF RESIDUAL DISINSECTION

Interior surfaces, including cargo space, of this aircraft were treated with permethrin on
(aircraft registration) (date)

in accordance with the World Health Organization recommendations (WHO Weekly Epidemiological Record No. 7, 1985, p. 47; No. 12, 1985, p. 90; No. 45, 1985, pp. 345-346; and No. 44, 1987, pp. 335-336) and any amendments thereto.

The treatment must be renewed if cleaning or other operations remove a significant amount of the permethrin residue, and in any case within 8 weeks of the above date.

Expiry date:

Signed:

Designation:

Date:

APPENDIX 5. EMBARKATION/DISEMBARKATION CARD*

The diagram illustrates the layout and dimensions of the International Embarkation/Disembarkation Card. The card is rectangular with a height of 148 mm (or 5 7/8 inches) and a width of 105 mm (or 4 1/8 inches). The layout is as follows:

- Header:** "INTERNATIONAL EMBARKATION/DISEMBARKATION CARD" centered at the top.
- Field 1:** "1. (Please print) (Mr.) (Mrs.) (Miss) } (Surname) (Maiden name) (Given names)"
- Field 2:** "2. Date of birth (Day) (Month) (Year)"
- Field 3:** "3. Place of birth"
- Field 4:** "4. Nationality"
- Field 5:** "5. Passport Number"
- Field 6:** "6. Occupation"
- Field 7:** "7. Permanent address"
- Field 8:** "8. For arriving passengers: port of embarkation } For passengers leaving: port of disembarkation }"
- Footer:** "(FOR OFFICIAL USE ONLY)" centered at the bottom.

* *Layout:* Card to be printed vertically with its layout and print size as illustrated above; back of the card to be left blank.

Colour: White.

Languages: Text to be printed in one or more of the six working languages of ICAO (English, Arabic, Chinese, French, Russian, Spanish) and possibly in the language of the operator.

Completion: Card to be completed: a) on board aircraft when required from arriving passengers; b) prior to clearing with public authorities concerned at airport, when required from departing passengers.

Carbon copies: Carbon-copy version of card to be furnished when it is required in duplicate by the State concerned.

APPENDIX 6. RECOMMENDATION OF THE CUSTOMS CO-OPERATION COUNCIL

For a Simplified Customs Control, Based on the Dual-Channel System, of Passengers Arriving by Air (8 June 1971)

“THE CUSTOMS CO-OPERATION COUNCIL,

Having Regard to Recommendation No. B-3 of the Seventh Session of the Facilitation Division of the International Civil Aviation Organization, as adopted by the Council of that Organization in December 1968, relating to the establishment at international airports of dual-channel systems for speedy clearance of inbound baggage;

Having Regard to Recommendation No. 11 adopted by the Second Intermediate Session of the European Civil Aviation Conference in July 1969 on the dual-channel or red/green system;

Desiring to contribute to the efforts to improve the flow of passenger traffic at international airports;

Considering that this aim can be achieved by introducing a simplified procedure, based on the dual-channel system, for the Customs control of passengers and their baggage;

Considering that such a system can be adopted without reducing the effectiveness of the control and that it enables Customs authorities to deal efficiently with an increasing number of passengers without a corresponding increase in the number of Customs staff;

Considering that harmonization of the features of this system, as between the various countries, is essential to its smooth operation;

Recommends that Members introduce, at their major international airports, in close co-operation with the airport operators and other agencies concerned, the dual-channel system outlined below for the clearance inwards of passengers and their baggage:

- 1) The system shall allow the passengers to choose between two types of channels:
 - a) one (green channel) for passengers having with them no goods or only goods which can be admitted free of import duties and taxes and which are not subject to import prohibitions or restrictions; and
 - b) the other (red channel) for other passengers.

2) Each channel shall be clearly and distinctively marked so that the choice between them can easily be understood by passengers. The basic distinctive marking shall be:

- a) for the channel referred to under 1) a), green, in the shape of a regular octagon, and the words “NOTHING TO DECLARE” (“RIEN À DÉCLARER”);
- b) for the channel referred to under 1) b), red, in the shape of a square, and the words “GOODS TO DECLARE” (“MARCHANDISES À DÉCLARER”).

In addition, the channels should be identified by an inscription including the words “CUSTOMS” (“DOUANE”).

- 3) The texts referred to in paragraph 2) shall be in English and/or French and in any other language or languages deemed useful for the airport concerned.
- 4) Passengers must be sufficiently well informed to choose between the channels. For this purpose it is important:
 - a) that passengers be informed about the functioning of the system and about the descriptions and quantities of goods they may have with them when using the green channel. This may be done by means of posters or panels at the airport or by means of leaflets available to the public at the airport or distributed through tourist agencies, airlines and other interested bodies;
 - b) that the route to the channels be clearly signposted.
- 5) The channels shall be located beyond the baggage delivery area so that passengers have all their baggage with them when choosing their channel. Moreover, the channels shall be so arranged that the passenger flow from that area to the exits from the airport is as direct as possible.
- 6) The distance between the baggage delivery area and the entrances to the channels shall be sufficient to allow passengers to decide which channel to choose and to move into that channel without causing congestion.

- 7) In the green channel passengers shall not be subject to any Customs formalities but the Customs may make spot checks; in the red channel passengers shall accomplish the formalities required by the Customs;

Points out that the dual-channel system is not necessarily incompatible with the application of other controls, for example, exchange control, unless the relevant regulations require full control of the passengers and their baggage;

Requests Members who accept this Recommendation to notify to the Secretary General:

- a) their acceptance and the date from which they will apply the Recommendation;
- b) the names of the airports where the dual-channel system is applied.

The Secretary General will transmit this information to the Customs Administrations of Members, to the Secretary General of the International Civil Aviation Organization (ICAO) and to the Director General of the International Air Transport Association (IATA)."

APPENDIX 7. CREW MEMBER CERTIFICATE (CMC)

| | | | |
|--|---------------------------|------------------------------------|--------------------------------------|
| Issuing State Competent issuing authority | | CREW MEMBER CERTIFICATE | |
| Photograph of holder of Certificate | Surname/Nom | | Given name/Prénom |
| | Sex/ Sexe | Nationality/ Nationalité | Date of Birth/ Date de Naissance |
| | Employed by/ Employeur | | Occupation/ Profession |
| | Doc No/Nº du Doc | | Date of Expiry/ Date d'expiration |
| | (Signature of holder) | | |

Front of CMC

| | |
|--|--|
| Issuing State | |
| The holder may, at all times, re-enter upon production of this certificate, within the period of validity. | |
| Issued at/Émis à (Place of issue) | (Signature) Issuing Authority/ Autorité d'émission |
| Machine Readable Zone (To be left blank when non-machine readable certificate issued) | |

Rear of CMC

Note.— Detailed specifications for a machine readable crew member certificate can be found in Doc 9303, Part 4 — Machine Readable Crew Member Certificate. States issuing the certificate in a non-machine readable form should refer to paragraphs 5 to 8 and 10 to 12 of that publication.

APPENDIX 8. CIVIL AVIATION SAFETY INSPECTOR CERTIFICATE

| | | | |
|--|------------------------------------|--|--|
| Issuing State Competent issuing authority | | CIVIL AVIATION SAFETY INSPECTOR CERTIFICATE | |
| Photograph of holder of Certificate | <i>Surname/Nom</i> | | <i>Given name/Prénom</i> |
| | <i>Sex/ Sexe</i> | <i>Nationality/ Nationalité</i> | <i>Date of Birth/ Date de Naissance</i> |
| | <i>Employed by/ Employeur</i> | | <i>Occupation/ Profession</i> |
| | CIVIL AVIATION SAFETY INSPECTOR | | |
| | <i>Doc No/N° du Doc</i> | | <i>Date of Expiry/ Date d'expiration</i> |
| (Signature of holder) | | | |

Front of Certificate

| | |
|--|--|
| Issuing State | |
| The holder may, at all times, re-enter upon production of this certificate, within the period of validity. | |
| Issued at/Émis à (Place of issue) | (Signature) Issuing Authority/ Autorité d'émission |
| Machine Readable Zone (To be left blank when non-machine readable certificate issued) | |

Rear of Certificate

Note.— Detailed specifications for a machine readable certificate can be found in Doc 9303, Part 4 — Machine Readable Crew Member Certificate. States issuing the certificate in a non-machine readable form should refer to paragraphs 5 to 8 and 10 to 12 of that publication.

APPENDIX 9. SUGGESTED FORMATS FOR DOCUMENTS RELATING TO THE RETURN OF INADMISSIBLE PERSONS

a) attesting document relating to lost or destroyed travel documents (see 3.39)

| | | | | | | | | | |
|---|--|-------|-------------------|--|--------|--|------------|--|---|
| From: Immigration or other appropriate authority: (Name) Airport: (Name) State: (Name) Telephone: Telex: Facsimile: | To: Immigration or other appropriate authority: (Name) Airport: (Name) State: (Name) | | | | | | | | |
| <p>The person for whom this document is issued arrived on (date) at (name of) Airport on flight (flight number) from (City and State).</p> <p>This person, who was found to be inadmissible, has lost or destroyed his travel documents and claims to be/is understood to be (strike out whichever is not applicable and add any appropriate supporting information).</p> <p>Surname:</p> <p>Given name(s):</p> <p>Date of birth:</p> <p>Place of birth:</p> <p>Nationality:</p> <p>Residence:</p> <div style="border: 1px solid black; width: 150px; height: 150px; margin-left: auto; margin-right: auto; text-align: center; vertical-align: middle;"><p>Photograph</p><p>if available</p></div> | | | | | | | | | |
| <p>The incoming carrier was instructed to remove the passenger from the territory of this State on flight (flight number) departing on (date) at (time) from (name of) airport.</p> <p>Pursuant to Annex 9 to the Convention on International Civil Aviation, the last State in which a passenger previously stayed and most recently travelled from is invited to accept him for re-examination when he has been refused admission to another State.</p> <table><tr><td>Date:</td><td>Name of Official:</td></tr><tr><td></td><td>Title:</td></tr><tr><td></td><td>Signature:</td></tr><tr><td></td><td>Name of immigration or other appropriate authority:</td></tr></table> <p style="text-align: center;">(Warning: This is NOT an Identification Document)</p> | | Date: | Name of Official: | | Title: | | Signature: | | Name of immigration or other appropriate authority: |
| Date: | Name of Official: | | | | | | | | |
| | Title: | | | | | | | | |
| | Signature: | | | | | | | | |
| | Name of immigration or other appropriate authority: | | | | | | | | |

b) letter relating to fraudulent, falsified or counterfeit travel documents or genuine documents presented by imposters (see 3.45)

| | |
|--|--|
| From: Immigration or appropriate authority: (Name) Airport: (Name) State: (Name) Telephone: Telex: Facsimile: | To: Immigration or appropriate authority: (Name) Airport: (Name) State: (Name) |
|--|--|

Enclosed herewith is a photocopy of a fraudulent/falsified/counterfeit passport/identity card/genuine document presented by an imposter.
 Document number:
 State in whose name this document was issued:

The above-mentioned document was used by a person claiming to be:

| | |
|---|--|
| Surname: Given name(s): Date of birth: Place of birth: Nationality: Residence: | <div style="border: 1px solid black; width: 150px; height: 150px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> Photograph if available </div> </div> |
|---|--|

This person arrived on (date) at (name of) Airport on flight (flight number) from (City and State).

The holder was refused entry to (name of State) and the incoming carrier has been instructed to remove the passenger from the territory of this State on flight (flight number) departing at (time) and (date) from (name of airport).

The above-mentioned document will be required as evidence in the holder's prosecution and has been impounded. As this document is the property of the State in whose name it was issued, it will be returned, following prosecution, to the appropriate authorities.

According to Annex 9 to the Convention on International Civil Aviation, the last State in which a passenger previously stayed and most recently travelled from is invited to accept him for re-examination when he has been refused admission to another State.

| | |
|-------|---|
| Date: | Name and signature of Official: |
| | Title: |
| | Name of immigration or appropriate authority: |

(Warning: This is NOT an Identification Document)

APPENDIX 10. UNITED NATIONS LAYOUT KEY FOR TRADE DOCUMENTS

| | | | |
|--|---|--------------|------------------------------------|
| Shipper (Exporter) | Date: Reference No. etc. | | |
| Consignee | Other address (e.g. buyer, if other than consignee) | | |
| Notify or delivery address | Statements as to countries | | |
| Statements as to transportation | Terms of delivery and payment | | |
| Marks and numbers; number and kind of package; description of goods | Statistical No. | Net quantity | Value |
| <div style="text-align: right;"> Gross weight Measurement </div> | | | |
| Free disposal | | | |
| | | | Place and date of issue; signature |

APPENDIX 11. MODEL OUTLINE FOR A NATIONAL AIR TRANSPORT FACILITATION PROGRAMME

The following guidelines set out the steps States should take in setting up a National Air Transport Facilitation Programme:

- (i) Adopt a formal statement of the objectives of the programme.
- (ii) Establish National Air Transport Facilitation Committees, and Airport Facilitation Committees as required, following the guidance material in Appendix 12, particularly with respect to membership composed of persons of sufficient seniority and to the establishment of sub-committees for specific areas, such as cargo, where necessary.
- (iii) Define the interrelationship and ensure liaison between the various agencies concerned and with aviation security authorities.
- (iv) Establish lines of communication between such agencies and authorities as well as with other States (e.g. neighbouring States, those in the same region and those whose airlines serve the country concerned).
- (v) Incorporate the clearance goals into the guidelines or regulations for the performance of the clearance agencies at airports, with provisions for regular monitoring of each agency's contribution to meeting such a goal.

- (vi) Task the Facilitation Committees with:
 - a) regularly reviewing the level of facilitation at the international airport(s);
 - b) agreeing on solutions to Facilitation problems; and
 - c) making arrangements to implement these solutions.
- (vii) Task the Facilitation Committees with reviewing the Annex 9 provisions and their own national practices and procedures to establish where they differ.
- (viii) Appoint a person to be the focal point for all correspondence on Facilitation matters and especially to be responsible for notifying ICAO of the differences from Annex 9 and for keeping these notifications up to date.
- (ix) Task the National Air Transport Facilitation Committee with undertaking a systematic review of the differences from Annex 9 as well as any legislation or regulations mandating the practices or procedures giving rise to such differences, with a view to eliminating the differences, either by changing the practices or procedures concerned or, where necessary, by proposing a change to the legislation or regulations concerned.
- (x) Ensure the Facilitation Committees meet on a regular basis to monitor and evaluate progress.

APPENDIX 12. GUIDELINES FOR THE ESTABLISHMENT AND OPERATION OF NATIONAL AIR TRANSPORT AND AIRPORT FACILITATION COMMITTEES

The following guidelines outline suggested terms of reference, membership and methods of operation of National Air Transport and Airport Facilitation Committees. States may find it useful to have both a National Air Transport Facilitation Committee and one or more Airport Facilitation Committees, bearing in mind the need to solve local problems in the simplest possible manner at the local level with more complex, legislative, policy and interdepartmental problems being considered by the higher body. However, in cases where there is only one international airport, the National Air Transport Facilitation Committee may serve as an Airport Facilitation Committee or vice versa.

I. National Air Transport Facilitation Committees

Terms of reference

Where a National Air Transport Facilitation Committee (or a similar co-ordinating body) is formed, its functions should broadly be as follows:

- a) to implement the National Facilitation Programme;
- b) to review questions of policy in relation to clearance formalities applied to international air transport services;
- c) to consider recommendations made by Airport Facilitation Committees established at international airports; and, in turn, refer matters to Airport Facilitation Committees for attention;
- d) to make recommendations to the departments, competent authorities and other organizations concerned with the National Facilitation Programme; and
- e) to keep the departments, competent authorities, and other organizations concerned, informed of significant developments in the field of international civil aviation in so far as they affect operations into and out of the Contracting State.

Membership

National Air Transport Facilitation Committees should be composed of senior officials representing the main interests concerned with facilitation, including the following, as required: civil aviation authorities; airport authorities; government clearance agencies (immigration, customs, consular, passport and visa, public health, agriculture, security and narcotics control); other government agencies concerned with facilitation (such as postal services, tourism and trade departments); and operators, including forwarders and express carriers.

Operation

- a) As a general rule, National Air Transport Facilitation Committees should meet at least twice a year. It is desirable that the site of meetings be rotated among the premises of the different government agencies concerned.
- b) Whenever possible, periodic inspection tours of international airports within the national territories and abroad should be arranged for members of the Committee.
- c) Representatives of the board(s) of airline representatives should be encouraged to attend meetings and to submit their co-ordinated approach to current facilitation problems, together with proposed solutions.
- d) Whenever appropriate, National Air Transport Facilitation Committees should consider the establishment of sub-committees to study particular facilitation problems (e.g. cargo or baggage). Such sub-committees should have a balanced representation similar to that of the Committee.
- e) Whenever possible, on the occasion of visits to States by facilitation experts of the ICAO Secretariat, arrangements should be made for them to participate in meetings of the National Air Transport Facilitation Committees.
- f) States should inform ICAO of the work of their Facilitation Committees, so that this information can be distributed to other States.

II. Airport Facilitation Committees

Terms of reference

Where Airport Facilitation Committees are formed for particular international airports, their functions should be broadly as follows:

- a) to implement the National Facilitation Programme at the airport level;
- b) to examine problems arising in connection with the clearance of aircraft, passengers, baggage, cargo, mail and stores and to effect, if possible, immediate solutions to the problems which may arise at the international airport concerned;
- c) to make recommendations, as appropriate, to the Regional Office of the department, ministry, or authority concerned, or to the National Facilitation Committee for the implementation of proposals which cannot be effected by the Airport Committee; and
- d) to inform the National Facilitation Committee of action taken and recommendations made by forwarding copies of the minutes of all Committee meetings.

Membership

Airport Facilitation Committees should be composed of representatives of the main interests concerned with facilitation at the airport(s), including the following, as required: civil aviation authorities; the authority responsible for the airport; government clearance agencies (immigration, customs, consular, passport and visa, public health, agriculture, security and narcotics control); other government agencies concerned with facilitation at the airport (such as postal services, tourism and trade departments); and operators using the airport(s), including representatives of forwarders and express carriers.

Operation

Airport Facilitation Committees should meet regularly and whenever necessary for the purpose of reviewing the FAL situation and finding solutions to local problems. The civil aviation administration or, under delegated authority, the airport operator should take the leading role in the convening and operation of meetings.

ATTACHMENT. GUIDANCE MATERIAL

Note.— This guidance material does not form part of the Annex proper but provides supplementary information concerning methods and procedures for implementing its provisions and facilitation in general.

Guidance material relating to Chapter 3 — Entry and departure of persons and their baggage

1. Provision of information on entry requirements and procedures

Airline operators, airport administrations and public services of Contracting States should maintain, and expand where possible, continuing programmes to inform passengers on a timely basis of entry requirements and procedures, particularly with respect to public health and immigration requirements, customs exemptions, prohibitions and restrictions on imports, agricultural quarantine regulations and rates of duty on articles most commonly purchased abroad by tourists and other returning travellers.

Note.— Source: Recommendation B-3 of FAL/8.

2. Information on document and immigration abuses

Contracting States should encourage their immigration authorities to exchange information through the appropriate channels on practices relating to document abuse by passengers and/or travel agents. For that purpose they should direct their airlines to supply the said information to their immigration authorities.

Whenever a travel agent's right to sell air transportation on behalf of an airline is withdrawn by that airline for abuses in the observance of immigration requirements, the airline taking such action should inform the public authorities concerned, as well as all other airlines that may be affected by similar abuses by that agent, so that they may take appropriate action.

Note.— Source: Recommendation B-7 of FAL/10.

3. Check-in times

Carriers should systematically publish the last check-in time in timetables for use by the public, at least for each international flight;

this last check-in time should be confirmed in writing to the passenger at the time he makes his reservations or purchases his ticket; and

the operators and airport administrations should endeavour to determine, for one and the same airport, a single time for each flight category, for the time intervening between the last check-in time and the time of departure.

Note.— Source: Recommendation B-15 of FAL/6.

4. Information on delays

Operators should make every effort to inform their passengers of any delays in departure times, prior to check-in.

Note.— Source: Recommendation B-8 of FAL/9.

5. Improvements in baggage arrangements

Considering that great importance should be attached to research by airlines into rapid operational procedures in their ground services in general;

considering that time can be saved by reducing to the minimum the amount of baggage to be checked in and placed in the hold; and

considering the progress made by certain airlines in simplifying and accelerating ground operations on high-frequency short-range flights;

airlines should endeavour to enlarge the maximum dimensions now imposed on hand baggage and consequently investigate new designs for aeroplane cabins; and

on high-frequency short-range flights, the arrangements indicated above should be made in such a way that the majority of passengers need not check any of their baggage,

and measures should also be adopted to accelerate the pertinent procedures for those passengers that continue to check their baggage.

Note.— Source: Recommendation B-14 of FAL/6.

6. Through-checking of baggage

Contracting States should make arrangements for passengers, arriving at an international airport of entry and continuing their voyage on a connecting flight of the domestic network, to allow the checked baggage of such transferring passengers to be cleared at the customs airport of final destination, whenever such clearance may be carried out by the competent authorities at the time of arrival of the passengers.

Note 1.— Source: Recommendation B-4 of FAL/7.

Note 2.— See also 3.18 of the Annex.

States which are prepared to accept the arrangements for checked baggage to be cleared through customs at the airport of final destination should arrange for the insertion into the FAL Section of Aeronautical Information Publications of the list of airports in their territories at which this measure can be implemented.

Note 1.— Source: Recommendation B-4 of FAL/8.

Note 2.— See also 3.18 of the Annex.

7. Mishandled baggage procedures

Airline operators and their agents, together with airport handling organizations and airport operators, should take all necessary steps to reduce substantially the incidence of baggage mishandling through training of, and supervision over, all personnel involved, better co-ordination between personnel processing passengers and those handling their baggage and improvements in the labelling of baggage.

Wherever existing procedures delay the reforwarding of mishandled baggage to its owner, Contracting States should establish an Airport Committee comprising representatives of the public authorities, airport operator and the airlines with a view to adopting procedures which will lead to the speedy disposal of mishandled baggage, if such terms of reference are not already given to the existing Airport Facilitation Committees.

Note 1.— Source: Recommendation B-2 of FAL/9.

Note 2.— In the light of Council action subsequent to FAL/9 (i.e. with respect to Recommendation B-12 of FAL/10 as noted below), any procedures adopted for handling such baggage must be fully consistent with security requirements.

Note 3.— The Council, in approving this recommendation, noted that additional airport consultative committees need not be established where adequate machinery is available.

8. Courier baggage

To assist in dealing with congestion problems caused by high volumes of courier traffic at certain airports, States, airport authorities, airline operators and courier companies should, where required and possible, make special arrangements for processing courier baggage.

Such arrangements must be fully consistent with security requirements and could include:

- a) advance notification by couriers when they will be presenting a large number of bags;
- b) a more advanced deadline for check-in by such couriers;
- c) a distinctive baggage tag for courier baggage to facilitate handling at destination and transfer points; and
- d) identification of check-in facilities to be used by couriers.

Note.— Source: Recommendation B-12 of FAL/10 as amended by Council to include a reference to security requirements.

9. Arrival procedures

States should ensure that arriving passengers are not inconvenienced by being held on aircraft unnecessarily.

Note.— Source: Recommendation B-10 of FAL/11.

Guidance material relating to Chapter 4 — Entry and departure of cargo and other articles

1. Transport of agricultural products

Contracting States, air carriers and shippers' organizations should encourage the development and use of containers for transport of agricultural products by air that are designed to assure the maximum degree of facilitation in the conduct of necessary animal and plant quarantine inspections.

Note.— Source: Recommendation B-12 of FAL/7.

2. Containerized cargo

Contracting States, in order to realize the benefits of uniform customs treatment of containerized cargo, should give careful consideration to adoption of the Customs Convention on the International Transit of Goods (ITI Convention), adopted by the Customs Co-operation Council (now World Customs Organization) on 7 June 1971.

Note.— Source: Recommendation B-6 of FAL/8.

3. Documentation relating to containers and pallets

Contracting States should take all practical measures to impress upon shippers, forwarding agents and international operators the need for ensuring that the processing and movement of documents relating to the contents of containers and pallets are closely co-ordinated with the movement of the respective containers and pallets. To this end, steps should be taken to ascertain that documents relating to the contents are completed by the time of packing the container or pallet and that these documents are readily available at the point of clearance of all or part of the contents.

Note.— Source: Recommendation B-14 of FAL/7.

**Guidance material relating to
Chapter 5 — Traffic passing through
the territory of a Contracting State**

1. Transit procedures and visas

Contracting States should review their requirements for transit traffic and should ensure that ICAO is notified without delay of any differences between their procedures and those recommended in Chapter 5 of Annex 9.

Contracting States should limit any requirements for transit visas to reflect considerations of security, reciprocity and illegal immigration, ensuring that ICAO is promptly notified of these requirements and of any amendment thereto and ensuring that such requirements are reflected in other industry-wide reference sources such as, where appropriate, NOTAM and the Travel Information Manual (TIM).

Contracting States should regularly review their requirements for transit visas so as to withdraw such requirements when they no longer appear to be necessary.

Note.— Source: Recommendation B-11 of FAL/11.

**Guidance material relating to
Chapter 6 — International airports —
facilities and services for traffic**

1. Planning of airport facilities

Contracting States should undertake, on a priority basis, comprehensive planning for expansion of international airport facilities;

they should recognize fully the need to experiment with new passenger- and cargo-handling techniques to reduce ground time for the aircraft and time spent in the terminal area by passengers and cargo and that, where possible, the results of such experiments should be communicated to ICAO for circulation to other Contracting States;

they should give particular attention to the design and layout of international air terminal buildings to assure sufficient space for the handling and clearance of passengers and baggage. In the planning process, consideration must be given to traffic levels at average busy hours;

they should emphasize in their planning swift passenger, baggage and cargo flow through the terminal area by careful interrelationship of access roads, parking facilities, passenger ticketing and service areas, arrival and departure lounges, and aircraft aprons and gate positions; and

they should plan expanded air cargo facilities, using automated systems as widely as possible, capable of handling substantial increases in cargo.

Note 1.— Source: Recommendation B-20 of FAL/7.

Note 2.— In the light of Council action subsequent to FAL/7, States should also take into account the aspect of security and appropriate narcotics control measures — see also 6.1 of the Annex.

2. Handling of intermodal van containers

Contracting States should make adequate provision in planning expansion of airport facilities for the smooth and efficient handling of intermodal van containers;

the objective of this planning should be to reduce to a minimum the time spent by such containers within the airport area;

to this end Contracting States should encourage the development and use of facilities for the loading, unloading and storing of containers and for the conduct of necessary inspections away from the airport; and

Contracting States should seek to provide effective procedures for removal of containers from the apron area and transfer to rail or highway carriers.

Note 1.— Source: Recommendation B-11 of FAL/7.

Note 2.— In the light of Council action subsequent to FAL/7, States should also take into account the aspect of security and appropriate narcotics control measures — see also 6.1 of the Annex.

3. Special facilities for small children

Airport administrations, in co-operation with operators, should provide, at international airports where the volume of traffic warrants, facilities for the proper care and handling of small children; such facilities might include, for example, baby trolleys, a special room where these passengers can rest, etc.

Note 1.— Source: Recommendation B-17 of FAL/7.

Note 2.— See also 6.18 of the Annex.

4. Consultation with postal authorities

Contracting States, in giving effect to 6.2 of Annex 9 in their respective territories, should ensure that postal authorities are included amongst those to be consulted at the earliest stage in the planning of new or substantially modified terminal facilities at their international airports.

Note.— Source: Recommendation B-6 of FAL/9.

5. Collection of passenger service charges

Whereas charges are collected in various States for facilities provided for passengers at airports and this practice is becoming more general and the method of collecting these charges should involve as little inconvenience as possible for the passenger and not cause any delay in the traffic flow;

save in exceptional circumstances the charge should normally be collected only from departing passengers;

the system adopted for collection should not impose any extra formality on the passenger at the time of his departure but should enable him to pay the amount of the charge when he completes one of the formalities required for his journey (i.e. at the time he purchases his ticket, makes his reservation or checks in);

the charge should be payable in reasonably acceptable foreign currency as well as in the national currency and by all the usual means of payment (e.g. travellers' cheques, banknotes or coins);

the passenger should be given a receipt as proof that he has paid the charge;

all suitable measures should be taken to inform the passenger in advance of the existence of this charge (e.g. mention in the airline's timetables, when the ticket is purchased, when the reservation is made, etc.); and

representatives of the airport authority and elected representatives of the appropriate operator's committee at each airport where the charge is being imposed should engage in consultation with a view to developing the simplest possible method of collection within the terms of this recommendation.

Note 1.— Source: Recommendation B-8 of FAL/6.

Note 2.— These guidelines are for use where service charges are levied on the passengers and not the airlines. See also 6.4 of the Annex.

6. Improvement to existing procedures relating to passenger service charges

With regard to existing procedures, Contracting States, airport authorities and airlines should co-operate in introducing better methods of informing passengers of the existence of passenger service charges; and

also with regard to existing procedures, Contracting States, airport authorities and airlines should co-operate in developing methods whereby passengers may pay the charge while purchasing tickets or visiting airline offices for reconfirmation. Where this cannot be achieved, co-operation should be directed towards developing simplified procedures for payment of these charges at every check-in point.

Note 1.— Source: Recommendation B-7 of FAL/7.

Note 2.— These guidelines are for use where service charges are levied on the passengers and not the airlines. See also 6.4 of the Annex.

7. Improvements in check-in arrangements

As a means of relieving congestion at international airports, Contracting States should encourage the authorities concerned to:

- a) expedite check-in procedures through simplification;
- b) provide adequate staff and facilities, etc.; and
- c) consider the advisability of using city terminals, including check-in facilities where possible.

Note 1.— Source: Recommendation B-5 of FAL/7.

Note 2.— See also 6.16 and 6.21 of the Annex.

8. Provision of tourism and hotel information

Facilities should be made available to provide incoming passengers with information of interest to tourists and on room reservations at as many hotels as possible;

States and airport administrations should devote the closest attention to the provision of these services with a view to supplementing the efforts already made by air carriers and travel agencies; and

arrangements should be made, to the maximum extent possible, to enable passengers on departure to book a room in the country of their destination.

Note.— Source: Recommendation B-16 of FAL/7.

9. Improvements in baggage arrangements for high-frequency flights

With regard to departures on high-frequency short- and medium-range flights, operators and airport authorities at busy air terminals should give consideration to:

- a) the elimination of routine baggage weighing; and

- b) the establishment of a simple baggage reception system in lieu of the present system.

Note.— Source: Recommendation B-6 of FAL/7.

10. Duty-free purchases

Contracting States should ensure that the attention of airports and commercial outlets at airports is drawn to the fact that, for safety reasons, the duty-free goods referred to in Recommended Practice 6.39 should not include dangerous goods such as spirits containing in excess of 70% alcohol by volume. The ICAO Dangerous Goods Panel has noted that when the concentration of alcohol exceeds 70% by volume, the liquid falls within the definition of a flammable liquid, thereby requiring special packaging. For safety reasons also, other potentially dangerous items, such as gas lighters and games containing mercury, should not be offered for sale to outbound passengers. In this regard attention should be drawn to Annex 18 — *The Safe Transport of Dangerous Goods by Air* and the related Technical Instructions in Doc 9284.

Note.— Source: Recommendation B-12 of FAL/11.

11. Crew members' meeting facilities

International airports should have a map at their briefing offices, showing where the various airport operational premises for crew members are located.

Note.— Source Recommendation B-13 of FAL/11.

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